

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS MEETING  
MINUTES OF QUARTERLY MEETING  
UMW Stafford Campus, South Building, Room 210 (SC210S)  
June 1, 2016, 10 a.m.**

The Mary Washington ElderStudy (ES) Board of Directors quarterly meeting was held at the UMW Stafford Campus on June 1, 2016. President Chuck Watkins called the meeting to order at 10:00 a.m. by welcoming newly elected Board members Chuck Block and Peggy Verdine. Other Board members present were Mel Wright (Vice President), Randy Fennemore (Secretary), John Thompson (Treasurer and Administration Committee Chair), Jack Allison, Joan Bitely, Donna Lewis. Board members absent: Peggy Gratz, Chuck Johnson (Curriculum Chair) and Jack Sulima (new Board member). Others present: Pat Parkinson (Membership Chair), Alan Zirkle (Asst. Webmaster), Barbara Barrett, and Charlie Fennemore.

John moved that the minutes to the Board's March 2, 2016 Meeting be approved as posted. Mel seconded. Approval was unanimous.

### **STANDING COMMITTEE REPORTS**

**Membership Committee (MC)** Pat, Chair, announced, pending approval, that Donna Lewis would be taking over as MC Chair effective immediately. The May luncheon and entertainment went well. The First Christian Church, site of the luncheon, has a new policy and a document that needed to be signed. This matter and the mass email blasts will be discussed under New Business. Chuck W. thanked Pat for her two years of service as MC Chair.

**Curriculum Committee (CC) (CC report attached)** In the absence of Chuck J., the Chair, Randy read the CC report attached. MC was tasked with getting the names of visitors who attend, unsponsored, and follow up with ES information.

**Administration Committee (AC report attached)** John, Chair, reported on the lengthy May AC Meeting and said the results and recommendations would be reported under the appropriate sections of the Board agenda. He announced that Barbara Barrett has agreed, with approval, to serve one year as the AC Chair.

**Treasurer's Report** John provided the Board with copies and explanations of the Quarterly Balance Sheet Report #3 and the Operations Report #9. Mel moved to approve the Operations Report #9, Pat seconded. Approval was unanimous.

### **OLD BUSINESS**

1. A volunteer for Treasurer is still needed. Mel has a person he will ask.
2. The proposed position for an ES Historian was discussed. Since each committee and the secretary keep records and Alan had developed a list of programs ES has had over the years, with some gaps, there was not felt to be a need for an ES Historian. Chuck B. made the Motion to drop creating a position for an ES Historian. John seconded. Motion approved unanimously.
3. John updated the Board on the status of the room capacity limit determination of SC210S. The Fire Marshall is still working on it but it is expected that the new limit will far exceed the current posting of 47 as well as the counts of 60 to 70. The goal is to have the number determined and posted before the 2016-2017 sessions begin. The recommendation has been made by the Fire Marshall that a 3 foot walkway to exit the 2 doors needs to be maintained. John is handling this with Mark Safferstone and others at UMW.
4. P&PD updates will be discussed under New Business.

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**NEW BUSINESS**

1. Election of Officers for 2016-2017. Randy gave the Nominating Committee recommendations for officers: President: Mel Wright; Vice-President: Jack Allison; Secretary: Peggy Verdine; Treasurer: John Thompson. The Board unanimously approved.
2. Committee Chair Recommendations. Administration: Barbara Barrett; Curriculum: Chuck Johnson; Membership: Donna Lewis. Both Chuck W. and Mel approved and the rest of the Board unanimously concurred.
3. 2016-2017 Budget. John presented the AC recommendations regarding the proposed budget and the recommended fee structure. The proposed budget was unanimously approved. The recommended membership fee structure was unanimously approved. Alan had updated the new membership forms. Once all involved have reviewed and commented, Alan will update the form and forward it for publication in the August newsletter and for posting on the ES website.
4. Distribution of Excess Funds. John presented the AC recommendations of grants to the UMW Departments presenting ES sessions being the same amount (\$100) per presentation as last year and the grant to Great Lives being reduced from \$500 to \$300, because of funds available. The Board unanimously approved. Payments will be mailed after August 1st.
5. Policy and Procedures Document updates. The change agreed upon with Mark Safferstone, regarding ES faculty discounts in the UMW dining facilities will be addressed in the MOU signed by the ES President and the UMW representative. Wording regarding budget inputs was changed to submitting input to the AC Chair and not to the Treasurer. Chuck W. proposed putting this change in the generic part rather than under each committee. No bylaws changes were approved that would require Board and membership approval. Changes to the sections B to G do require Board approval but changes made to the appendix do not require Board approval. Not all changes have been formalized. It was agreed that changes would be emailed to the Board once completed and the Board would vote via email with the E-vote being ratified at the September Board meeting.
6. Mass Email. Jack S. has agreed to be the backup for Alan for the sending of emails to the membership.
7. Spring Luncheon Location. Because the First Christian Church now requires that groups using their facility sign, not only as a group, but individually, a statement to be in agreement with the church's religious beliefs (e.g. Transgender use of bathrooms), it was decided by the Board that ES, a secular group, needs to select another location for our May luncheon. Chuck W. will send a letter thanking the church for their support over the many years, but because of the requirement to sign the statement, ES will no longer be using their facilities. The MC was tasked with finding an alternate site.

**ANNOUNCEMENTS**

Barbara thanked Chuck W. for his service to the Board as President these past two years. Chuck W. in turn thanked Randy for her service to the Board as Secretary.

Next Board Meeting, September 7, 2016 at 10:00 a.m.

The meeting adjourned at 11:26 a.m.

Randy Fennemore, Secretary

Date Approved: September 13, 2016