

## **Administration Committee Meeting Minutes**

**February 28, 2018**

The quarterly meeting of the Administration Committee was held on February 28, 2018 with seven members present.

**The Treasurer** provided a detailed Preliminary Report of the organization's mid-year financial status to the committee. This report contained considerable detail of the financial transactions. An updated report will be provided to the Board at its Mid-Year Meeting.

**Under Old Business**, the chair reported that there had been no volunteers identified relative to the Committee chair position which will be vacant as of September 1. The search for a suitable candidate will be continued; suggestions from the Board and the other standing committees will be much appreciated.

**Under New Business**, information relative to preparation of a 2018-2019 ElderStudy Budget was distributed to those present and is being distributed to the Board today. The deadline for submissions by the three Committees and the Board to the Admin chair was announced as May 10. The chair will consolidate these submissions for discussion at the May 30 Committee Meeting; subsequently, a recommended 2018-2019 budget together with a recommendation for membership fees will be presented to the Board on June 6 for approval.

**Under the New Business** portion of the Committee Meeting, it was announced that the 2018 review of the Policy & Procedures Document was being initiated. Suggestions for proposed revisions should be provided to the Admin Chair NO LATER THAN August 4 so that a suggested revision can be "drafted" for review at the August 29 Admin Committee Meeting and at the September 5 Board Meeting. Two suggested revisions have already been received; the Curriculum Committee Chair has been informed that the suggested revision re "program sponsor responsibilities" should be initiated for the Fall Semester as they represent clarification of "sponsor duties".

**The next meeting** of the Administration Committee will be held on Wednesday, May 30, at 1 PM in the ElderStudy Classroom with the primary focus on completing the 2018-2019 Draft Budget (including proposed membership fees) and the identification of a Committee Chair candidate for subsequent approval by the Board on June 6.

Respectfully, John Thompson, Admin Committee Chair