

Administration Committee Meeting Minutes

August 29, 2017

Attendees: Joe Alfred, Jack Allison, Barbara Barrett, Judy Crissman, Donna Lewis, Kay McKinney, Bryn Pavek, John Thompson, Alan Zirkle

Treasurer Report: Bryn Pavek provided Preliminary Year-End financial reports in the form of Operations Report and Balance Sheet Report. These reports will be updated relative to income and expenses as of August 31 for presentation to the Board of Directors on September 6. No issues or concerns were noted by the Committee.

Old Business: John reported on the status of the 2017 Revision of the Policy & Procedures Manual. Because there were only a few revisions to be made and none required Board approval, the 2017 Edition of the P&P Manual will be accomplished by page replacement. John will do the page replacements and update the Copy Assignment List. At the conclusion of the meeting, updates were made to copies retained by Jack Allison, Donna Lewis, and Bryn Pavek; the two Classroom Copies were also updated. An email was sent (8/30) to Board Members requesting that they bring their P&P copies to the September 6 Board Meeting. It is hoped that there are sufficient turn-ins of extra copies available for the new Board members.

New Business: John reported that as of August 29 there were no volunteers to perform the required annual financial audit. This need for a volunteer was included in the August Newsletter and was announced at the August 17 Program. Re-announcement at the August 31 program is planned. This is a critical activity which needs to be accomplished by mid-November so that the Audit Report can be approved by the Board at its December 6 meeting; this approval is necessary for filing of the ElderStudy Tax Return which needs to be completed NLT January 7.

Respectfully submitted: John R. Thompson Jr., Admin Committee Chair