

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW STAFFORD CAMPUS, SOUTH BUILDING, ROOM 210
JUNE 6, 2018**

Jack Allison (President) called the meeting to order at 9:55 am. Other Board members and Standing Committee Chairs present were Kay McKinney (Secretary), Bryn Pavek (Treasurer), Chuck Block, Michelle Esbenshade, Chuck Johnson, Dottie Meyers, Jack Sulima, Donna Lewis (Membership Chair) and John Thompson (Administration Chair). Joan Bitely (Vice President) and Joe Alfred (BOD & Curriculum Chair) were unable to attend due to travel. Peggy Verdine was not able to attend. Incoming BOD members Barbara Kincaid, Keith Morgenheim and Michael Redding were also present.

Michelle Esbenshade moved to approve the minutes of the March 3, 2018 BOD meeting as corrected. The motion was seconded by Kay McKinney and passed.

STANDING COMMITTEE REPORTS

Administration Committee	John Thompson	Attachment A
Curriculum Committee	Chuck Johnson	Attachment B
Membership Committee	Donna Lewis	Attachment C
TREASURER'S REPORT	Bryn Pavek	Attachment D

UNFINISHED BUSINESS

Jack Allison presented the Slate of Officers selected by the Nominating Committee to serve from September 1, 2018 to August 31, 2019:

- President – Chuck Block
- Vice-President – Jack Sulima
- Secretary – Kay McKinney
- Treasurer – Bryn Pavek

Kay McKinney made a motion to accept the Slate of Officers as presented. Chuck Johnson seconded and the motion passed. The Standing Committee Chairs will remain the same. John Thompson agreed to remain as Administration Chair, but requested that a replacement be found by December 2018.

Jack Allison discussed the need for an additional hand-held microphone with a member of UMW Audio Visual staff. The equipment would be installed by UMW, but it would be paid for and owned by ElderStudy. Kay McKinney made a motion to authorize the expenditure of up to \$1,000 for a Cardioid (Directional) Microphone with a stand. The motion was seconded by Michelle Esbenshade and passed.

NEW BUSINESS

Dot Meyers made a motion to approve the proposed budget for 2018 – 2019. It was seconded by Michelle Esbenshade and passed.

Plus One Memberships have been eliminated and Name Tag Replacement Fee is raised to \$6. Chuck Block made a motion to approve the proposed Membership Fee Schedule as amended to change the Mid-Year Membership availability from December 1 to January 1. Jack Sulima seconded and the motion passed.

Jack Allison made a motion to approve the grant of \$100 per program presented by UMW Faculty (\$2,100 going to UMW Departments or Colleges for 2017-2018) and \$300 to UMW Great Lives. Dot Meyers seconded and the motion passed.

Bryn Pavek suggested that a Strategic Planning Committee be formed to consider ElderStudy's future needs regarding Membership, Staffing, Software Support and other issues.

ANNOUNCEMENTS

Next BOD Meeting –September 5, 2018 10 am - noon

August Newsletter closes – July 20, 2018

The meeting adjourned at 11:25 am

Kay McKinney, Secretary

Date Approved

Administration Committee Quarterly Report to the Board

June 6, 2018

The Quarterly Meeting of the ElderStudy Administration Committee was held on Wednesday, May 30 in the ElderStudy Classroom. Ten members of the Committee participated in the meeting discussions.

The Treasurer provided a preliminary Third Quarter Financial Report which included an Operations Report and a Balance Sheet Report. Updated reports will be presented at this June 6 Board Meeting.

Under Old Business, it was reported that the nine-month search for a new Committee Chair had not identified a successor to replace the present Chair. In response to this report, the current chair indicated that he would be willing to continue as Committee Chair until mid-December to allow additional time to identify and approve a “successor chair”. The **Committee Recommends** that the Board of Directors appoint John to continue as chairperson until mid-December 2018.

Under New Business, most of the discussions were associated with development of a 2018-2019 Budget Recommendation together with a recommendation regarding 2018-2019 Membership Fees. Vigorous discussions were conducted regarding cost escalation associated with the holiday luncheon venues and how to provide a clearer understanding of Membership Meetings/Special Events costs. The Recommended Budget being presented at this Board Meeting will reflect these discussions.

Upon completion of the 2018-2019 Budget Discussions, the Committee discussed potential 2018-2019 Membership Fee options. Two options were presented for committee discussion. One option provided for a “mid-Spring” new member fee option (similar to but not One-Plus) and the second option provided for new memberships with just a “mid-year” option. The Committee will be recommending the second option for adoption by the Board.

Another topic of New Business discussion involved considerations relative to continuation of the ElderStudy tradition of providing GRANTS to those University Departments whose faculty provided “classroom” programs during the current year **IF** there are current-year funds available. Using the information from the Treasurer’s Reports, the Committee determined that there are sufficient funds available to permit consideration of the GRANTS activity. A review of the Classroom Program schedules for the 2017-2018 Year revealed that ElderStudy received 21 program presentations from members of 12 different University departments.[There is a listing in the Admin Handout] The Committee recommends that grants of \$100 per program be provided in late July and that a grant of \$250-300 be made to “Great Lives” at that time. The Total Recommended Grants for 2017-2018 = \$2400.

The Annual Review of the Policy & Procedures Document is incomplete. Comments have been received and will be worked into a “draft” for consideration at the August 29 Committee Meeting and at the September 5 Board Meeting.

Respectfully submitted, John Thompson, Committee Chair

Curriculum Report – June 2018

Our spring 2018 semester has completed and our dedicated sponsors have planned 46 programs for fall 2018 including 11 tours, 4 book groups and 2 play discussions. Many of our favorite speakers will be returning in the fall and we have identified a number of new speakers for programs that we are confident the ElderStudy membership will find enjoyable. For spring 2018, average attendance for 35 CLL programs was 50.5 members and guests up 1.1 from spring 2017. We had 49 programs in spring 2018: 35 CLL, 7 tours, 5 book groups and 2 play discussions. We had 2 programs with 70+ in attendance, 9 with 60+ in attendance and another 7 between 50 and 60. For spring 2018 we spent \$2,500 for honorariums and \$650 for donations, so we are under budget for 2017-2018.

Mary Washington ElderStudy has planned 1874 programs over 51 semesters from the fall of 1993 to the fall of 2018 for an average of 37.5 programs per semester.

I have enjoyed my work with our enthusiastic sponsors on the Curriculum Committee. You too can get involved and volunteer your time to assist Mary Washington ElderStudy focus on its mission of providing lifelong learning. Our next Curriculum Committee is scheduled for 16 August at 1:00 pm. This will be our first session to plan for the spring 2019 semester.

Respectfully submitted,

Joe Alfred, Chair
Curriculum Committee

Membership Committee Report

June 6, 2018

The Membership Committee held its last gathering at the Gauntlet Golf Club on May 30, 2018. We met to celebrate the year and to investigate another possible venue for future Holiday Luncheons. We celebrated the increase in membership, now approaching the 350+ number and the completion of our 25th anniversary yearlong celebration. Everyone was congratulated for their work on the Spring Luncheon (May 24, 2018). Special thanks was given to Joe Alfred for his pictorial history of ElderStudy, to Michelle Esbenshade for creating the transition activity between lunch and entertainment, and to Carolyn Sulima, Eugenia Jones and all involved in coordinating the luncheon.

We had our last formal committee meeting April 12, 2018. At that time we developed our budget proposal for the 2018-19 year, and we proposed changes/additions to the P and P. Both were submitted to the Administrative Committee in May. We voted to support the elimination of the 1+ membership and the increase of the cost of replacement name tags from \$5 to \$6. We are recommending to the Board that Donna Lewis continue as the chairperson for the Membership Committee.

A sampling of our 25th Anniversary activities included:

Donation of a US flag to our classroom

Proclamation from the Governor (framed by Dot Meyers and hung in the classroom)

Holiday Luncheon at Gary Melcher's Pavilion (with special 25th Anniversary cake)

Congratulatory video message from Dr. Paino, UMW President, presented at the Holiday luncheon

Two articles in the Free Lance Star: one in the Community Events section following our Holiday luncheon and one feature article acknowledging our 25th Anniversary (printed and framed by Alan Zirkle and Dot Meyers and hung in the classroom)

Charter members and original presenters were contacted and recognized at the Spring Luncheon.

Special Anniversary song was created by Carolyn and Jack Sulima

"25 Years Ago" memory game created by Michelle Esbenshade and presented at luncheon as table activity.

Last but not least, we would like to give a special thanks to Joe Alfred for his tireless efforts to compile an accurate history of the rich 25 years of ElderStudy. He searched far and wide to find images and compile data of our long history. Joe's slideshow is now captured for us to enjoy for years to come and made available to all members via our website. Exceptional job, Joe!

Treasurer's Report

June 6, 2018

Two reports are presented to the Board for review. The Operations Report #9 shows this fiscal year's income and expenditures for the period Sept 1- May 31, 2018 The Balance Sheet Report # 3 shows all assets and liabilities of the organization from September 1, 2018 through May 31, 2018, aka the Third Quarter Report. The reports show that income from Membership Fees are sufficient to cover expenses and it is anticipated that there will be funds remaining to make grants to the University Departments that participated in ElderStudy as in previous years. These two reports will be posted under Governance on the ElderStudy website.

Respectfully submitted, Bryn Pavek, Treasurer