

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW STAFFORD CAMPUS, SOUTH BUILDING, ROOM 210  
MARCH 7, 2018**

Jack Allison (President) called the meeting to order at 10:00 AM. Other Board members and Standing Committee Chairs present were Joan Bitely (Vice President), Bryn Pavek (Treasurer), Kay McKinney (Secretary), Joe Alfred (BOD & Curriculum Chair), Chuck Block, Michelle Esbenshade, Dottie Meyers, Jack Sulima, John Thompson (Administration Chair). Chuck Johnson, Peggy Verdine and Donna Lewis (Membership Chair) were unable to attend.

Chuck Block moved to approve the minutes of the December 6, 2017 BOD meeting as written. The motion was seconded by John Thompson and passed.

**STANDING COMMITTEE REPORTS**

**Administration Committee** – John Thompson Attachment A

**Curriculum Committee** – Joe Alfred Attachment B

**Membership Committee** – Jack Sulima Attachment C

**TREASURER’S REPORT** – Bryn Pavek

The Board was presented with the 2017-2018 Quarterly Report # 2 showing all funds received and expended from September 1, 2017 through February 28, 2018 and the 2017-2018 Operations Report # 6.

John Thompson made a motion to add \$462.00 to the budget for the Membership Committee for the purchase of additional lanyards. The motion was seconded by Dottie Meyers and passed.

Dottie Meyers made a motion to approve Quarterly Report #2 and Operations Report #6. The motion was seconded by Jack Sulima and passed.

**UNFINISHED BUSINESS**

Barbara Kincaid, Keith Morgenheim and Michael Redding are the candidates for the BOD Election to be held at the General Membership Meeting on March 21, 2018. Candidate bios appeared in the February Newsletter and ballots were mailed to all members on February 20, 2018. The Meet the Candidate Forum held prior to the February 21, 2018 session was well received and it was suggested that future Nominating Committees work with the Curriculum Committee to schedule similar events for future elections.

Jack Allison will continue to follow up with UMW regarding an additional screen and projector for the classroom to accommodate increased attendance.

After further discussion regarding the number of Newsletters, it was decided to continue with five Newsletters per year.

## **NEW BUSINESS**

Bryn Pavek suggested the elimination of the “One Plus” Membership fee structure. The Administration Committee will evaluate and make a recommendation.

The purchase of additional hand held microphones for use during question and answer sessions was discussed. There was consensus that the functionality of the audio visual equipment is important for both the presenters and our membership, so quality should be the primary criteria for any new purchases (vs. least expensive). There was also a discussion of wind filters to minimize the “breathing” noise in the headset mike. Jack Allison agreed to investigate both additional hand held microphones and wind filters for the presenter’s headset.

Jack Allison received a thank you note for this year’s BLS donation.

## **ANNOUNCEMENTS**

General Membership Meeting – March 21, 2018 11 AM – 12:30 PM

Spring Potluck Luncheon – May 24, 2018 11:30 AM      Spotswood Baptist Church

Next BOD Meeting - June 6, 2018 10 AM

Kay McKinney made a motion to adjourn the BOD Meeting and Chuck Watkins seconded the motion.

The meeting adjourned at 10:57 AM

Kay McKinney, Secretary

Date Approved June 6, 2018

## **Administration Committee Report to the Board**

**March 7, 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

## **Curriculum Committee Report – Spring 2018**

Our spring 2018 semester is well underway and planning for fall 2018 is almost complete. Average attendance for the first 20 CLL programs for spring 2018 is 51.2 members and guests - up 3.6 from fall 2017. We have had seven programs with 60+ in attendance and another five between 50 and 60. We have scheduled 33 programs for fall 2018 including 5 Tours and 4 Book Groups. Our work-in-progress includes another 10 as yet unscheduled programs. For spring 2018, we are on track to spend \$3,150 out of a budget of \$3,750 for honorarium and donation fees, so we are under our budget forecast for 2017 – 2018.

Our next Curriculum Committee meeting is scheduled for March 15<sup>th</sup> at 1:00 pm. This will be the 3<sup>rd</sup> session for our sponsors to plan for the fall 2018 semester.

Mary Washington ElderStudy has planned 1,824 programs over 50 semesters from the fall of 1993 to the spring of 2018, for an average of 36.5 programs per semester.

Joe Alfred, Chair  
Curriculum Committee

## **Membership Committee Report**

**March 7, 2018**

The Membership Committee met February 28, 2018, chaired by Jack Sulima. Jack thanked the committee members for their organization of another successful Holiday Luncheon attended by 110 members. A decision was made to reserve December 6, 2018 at the Gari Melcher's Pavilion (tentative location) for next year's luncheon. A deposit was made to hold this date, but the final decision will be made after Board input and prior to the deadline for receiving a full refund.

The committee discussed the need to continue to remind new members to pick up their name tags when they visit the classroom. A clarification was also made regarding honorary memberships for UMW adjunct members. The intent of our policy is that honorary memberships are made available to fulltime, retired faculty only. Rather than add wording to the P and P, a clarification will be made on the membership registration form.

The committee decided to add an additional meeting in order to be able to finalize details for the Spring Luncheon and discuss the Budget and P and P revisions in a timely manner. April 12, at 10 am has been added to the schedule for this meeting.

Our numbers continue to grow! We now stand at 316 members (to be updated by Jack Sulima). This has resulted in the need to order additional lanyards, which were not originally budgeted. We have worked on this issue with the Administrative Committee Chairperson and Treasurer. We will also be ordering additional (updated) rack cards for use later this spring.

Our 25<sup>th</sup> Anniversary activities are winding down. We were happy to see that the Free Lance Star carried a picture of our president and a brief article recognizing our organization. During the upcoming General Membership Meeting (March 21), we will present a proclamation to ElderStudy from our previous governor, Terry McAuliffe. At the Spring Luncheon, scheduled for 11:30 am on May 24, at Spotswood Baptist Church, we will recognize the charter members of our organization and have a 25<sup>th</sup> Anniversary game/song. In lieu of music, Joe Alfred will present a slide show history of our organization. Thanks to all who supported these efforts.

Please have all submissions for the next newsletter to Dottie Meyers by March 22.

Dates to remember:

March 22      Newsletter Input due to Dottie

April 12      Membership Committee Meeting, 10 am

May 24      Spring Luncheon, Spotswood Baptist Church, 11:30 am

Donna Lewis,

Membership Committee Chairperson