

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW STAFFORD CAMPUS, SOUTH BUILDING, ROOM 210  
SEPTEMBER 6, 2017**

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

Kay McKinney made a motion to approve the minutes of the June 7, 2017 BOD meeting as amended. The motion passed.

**STANDING COMMITTEE REPORTS**

**Administration Committee** – John Thompson      Attachment A

**Curriculum Committee** – Joe Alfred      Attachment B

**Membership Committee** – Donna Lewis      Attachment C

**TREASURER’S REPORT** – Bryn Pavek      Attachment D

**OLD BUSINESS**

The CLL Classroom was reconfigured to increase seating capacity to 88 with additional chairs available in the cubicles for high attendance events. UMW has requested that our space be maintained as a classroom thus allowing them to use the room if needed.

Currently, six people have keys to the CLL Classroom (Jack Allison, Charlie Fennemore, Chuck Johnson, Donna Lewis, Bryn Pavek & Alan Zirkle). The Administration Committee was asked to maintain a signature list for the keys. Additionally, it is anticipated that UMW will once again have a security person available to provide access.

Jack Allison will follow-up with UMW IT department regarding the feasibility of adding a second projector and screen.

Chuck Block will investigate the purchase of an American flag with a floor stand for the CLL Classroom. Bryn Pavek made a motion to authorize up to \$200.00 for the purchase of a flag. The motion passed. The objective is to have the flag in place for the Membership Meeting on October 18<sup>th</sup>.

## **NEW BUSINESS**

UMW plans to assign staff to the IT office adjacent to the CLL Classroom (and possibly the adjacent coat room) which may facilitate our access to IT support.

The One Day University was discussed to see if it was a good fit for ElderStudy, but cost and size concerns remain. When specifics are available (e.g. lecturers, cost, date & time, etc.), Alan Zirkle will be asked to email information to members so that they may participate individually.

It was decided that ElderStudy bus tours should include a liability waiver. Joe Alfred agreed to include wording (“By registering for this tour, you absolve the UMW and ElderStudy of any liability”) on the schedule for future bus tours.

## **ANNOUNCEMENTS**

General Membership Meeting October 18, 2017 11am – 12:30pm

Next Board Meeting December 6, 2017 10am – noon

The meeting adjourned at 11:05 am

Kay McKinney, Secretary

Date Approved December 6, 2017

## **Admin Committee Report to BOD**

September 6, 2017

**The Committee met on August 29 with 9 committee members present:** Joe Alfred, Jack Allison, Barbara Barrett, Judy Crissman, Donna Lewis, Kay McKinney, Bryn Pavvek, John Thompson, Alan Zirkle

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

**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 Pavvek; 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 will be sufficient copies available so as to provide copies to the new Board members without having to do additional copy printing.

**New Business:** The Chair reported to the Committee that as of 1 PM on August 29 there were no volunteers to perform the required annual financial audit. This need for a volunteer was published in the August Newsletter and was announced at the August 17 Program. Re-announcement of the auditor need at the August 31 program was planned. However, during the “Gathering Period” prior to the “Program Announcement Period” it was noted that last year’s auditor was present and the Chairman reluctantly approached the individual to inquire if she would conduct the 2016-2017 audit; a positive response was received. It is recommended that Connie Block be appointed by the Board to perform the 2016-2017 audit. (Recommended Schedule: it is suggested that the audit be accomplished NLT mid-November so that the Audit Report may be approved by the Board at its December 6 meeting; BOD approval of the audit is necessary prior to filing of the 2016-2017 ElderStudy Tax Return which must be filed NLT January 7.)

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

**BOARD OF DIRECTORS MEETING  
SEPTEMBER 6, 2017  
CURRICULUM COMMITTEE INPUT**

Our fall Semester programs are off to a rousing start, and I am sure all ElderStudy members are busy planning what programs they will try to attend.

The Curriculum Committee (CC) had its first spring 2018 planning meeting on August 16, 2017, and there were a number of great ideas for programs suggested. Unfortunately, because of my hip replacement surgery, I was unable to attend the meeting, but thankfully, Joe Alfred was there to start the ball rolling. Not sure what my involvement with ElderStudy will be in the near future as I have limitations on driving and must start considering the possibility of having my other hip done sometime this fall. Fortunately, there is so much talent on the committee that my absence probably will not be missed.

I would ask Joe if he has anything to add that might be of interest to the board.

Spring 2018 program schedule as of 6 Sep 2017:

	Scheduled	Reserved	Book Club
Jan	5		1
Feb	4	2	1
Mar	6		1
Apr	7	1	1
May	4		1
Jun			
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	26	3	5

Chuck Johnson, Chairperson  
Curriculum Committee

Board of Director's Meeting  
Membership Committee Report  
September 6, 2017

The Membership Committee met August 30, 2017. Our efforts were focused on the start of year activities as well as the planning of the 25<sup>th</sup> Anniversary of ElderStudy. As of August 30, we had 235 members. (We ended last year at 300.) Alan will compose a list of all non-renewals by September 5 and members of our committee will call each non-renewed member to encourage them to renew by the September 9 discount deadline. Any member not renewing by September 20 will be dropped from the rolls.

Our committee would like to address new members who, throughout the course of the year, have not picked up their name tags. This will be an ongoing effort.

The deadline for submitting entries for the October newsletter to Dottie Meyers is **September 20**.

The details of our Winter Luncheon are still being worked out. Detailed information will be posted in the October newsletter along with the reservation form.

The planners of the 25<sup>th</sup> Anniversary would like to make this a yearlong celebration. We are looking into special recognition of our organization and its members especially in our newsletters, during our General Membership meetings and at our two luncheons. Anyone wishing to contribute to this effort should please contact Donna Lewis.

## Attachment D

Treasurer's Report to the Board of Directors: September 6, 2017

Attached are the Updated 4<sup>th</sup> Quarter Financial Reports: 2016-2017 Operations Report #11 and the 2016-2017 Quarterly Balance Sheet #4. Both reports cover the entire 2016-2017 fiscal year from September 1, 2016 to August 31, 2017. The Treasurer notes for the record that there was no January 2017 Operations Report, due to the Treasurer's travel, and that is the reason that there are eleven operational reports versus twelve reports for the year. The Board was aware of that action.

The 2016-2017 collected fees and careful expenditures permitted the Board to provide a total of \$2,500 in grants to the Mary Washington University Departments that participated in this years' program and to the Great Lives Series.

Respectfully Submitted, Bryn Pavek, Treasurer