

Mary Washington ElderStudy
Membership Committee Minutes
Wednesday, August 30, 2017 /LLC

WELCOME AND INTRODUCTIONS

Donna Lewis called the meeting to order at 10:00 a.m.

Present: Peggy Gratz, Eugenia Jones, Connie Brady, Peggy Verdine, Joe Alfred (25th Anniversary), Kay McKinney (25th Anniversary), Susanne Lazanov, Alan Zirkle, Dottie Meyers, Michelle Esbenshade

The previous minutes were accepted as posted.

Goal Setting: While our committee has very clear goals as outlined in the P and P, we discussed focusing efforts on members who have not attended sessions and whose name tags have never been retrieved. We mentioned that an effort was made in the past to assign a buddy to each new member. Only a minimal return was evident from our efforts. We will revisit this goal at our November meeting as this remains an ongoing issue for our organization.

OLD BUSINESS

Budget Review: The budget was reviewed.

Membership Committee allocations for our operations:

Brochures	\$100
Stationery /Supplies	\$200
Gifts/Remembrances	\$200
Name Tags	\$400
Newsletters (5)	\$800
Postage/Copying	\$250
Telephone	\$300
Mtgs/Spec Events	\$1200
25 th Anniversary	\$500
Website renewal	\$125

NEW BUSINESS

Membership Renewals: Members have until September 9 to renew their membership for the reduced rate of \$60. Renewals received that are postmarked after that date will pay the rate of \$65. Members not renewing by September 20 will be dropped from the rolls.

Alan will send a reminder email to all current members who have not renewed encouraging them to send in their forms. (This was sent August 30.) We will ask Bryn to process the new envelopes and give the updated list of members to Alan by Monday or Tuesday, September 4-5. Alan will then send the list of those not yet renewed to Donna. She will divide the list and send portions to Peggy G., Michelle, Dottie, Peggy V and Donna to make personal reminder phone calls prior to the deadline.

Thanks to all the volunteers to help with this effort!

Snacks for General Membership Meeting: We discussed beefing up the refreshment offerings for our upcoming General Membership meeting October 18. Peggy Gratz will check with the university to see if there is still a restriction regarding bringing in food from the outside. Once we have this information we will ask Carolyn Sulima to make arrangements for the snacks.

Reports

Bookkeeping: It was decided that it is the chairperson's responsibility to monitor committee expenses based on the treasurer's reports and other known information, so we will no longer have a separate bookkeeper for our committee. (This is in line with other committees.)

Bulleting Board/White Board: We now have pictures of our leadership accessible for mailing/emailing. The pictures were included in the August newsletter and are posted on the classroom white board. (Thank you, Alan!)

ES Voice Mail: We would like to thank Nancy Neil for checking our voice mail weekly. At this time we are seeking another volunteer to perform this service. It requires calling in to the voice mail once each week and either returning calls or referring questions to the appropriate ES member for a response. Nancy reports that the line is not used very often. Volunteer anyone?

Since the voice mail is no longer being used by the Curriculum Committee, we have asked Jack Allison to record a new message. (Jack has completed this task.)

Membership Roster: The membership roster currently indicates that we have 235 members. Alan will remove any non-renewing member by September 20, 2017.

New Member Packets: Susanne reports that packets are going out and all is running smoothly. As in the past, temporary name tags are included in the packet. On the website, it indicates that new members are welcome to begin to attend classes as soon as they mail their form and check. They do not have to wait for receipt of the packet.

Newsletter: Dottie reported that members who request to have copies of the newsletter mailed to them received a renewal form separate from the newsletter. The deadline for submitting information for the October newsletter is September 20.

Outreach/Publicity/Rack Cards: Peggy Verdine said the Art of Aging was very successful especially thanks to dogs and food...inside joke!) Thank you Peggy for representing us! It was determined that we do not need to order additional rack cards at present. Committee members were encouraged to take rack cards for distribution if they see opportunities.

Remembrances: Peggy Gratz had a very busy summer sending get well and condolences to members: Barbara Adam, Joann Schrass, Michelle Esbenshade, Chuck Watkins (2), and Chuck Johnson. Both Donna Lewis and Michelle Esbenshade checked in on Peggy Gratz. We are so sorry we were unaware of Eugenia Jones' surgery. It was good to see you walking without assistance at our meeting, Eugenia!

Social: We discussed the winter luncheon. Since the newsletter input is due September 20, Eugenia will work to get the RSVP form to Dottie on time. Location for the luncheon was still being debated due to the poor experience we had last year. Michelle Esbenshade is lending a hand in seeking out alternative locations. She will assist Eugenia and then Eugenia and Carolyn will work on the menu. Stay tuned!

UMW Liaison: Peggy reported that 11 letters were distributed to retiring UMW faculty members. At least four faculty have enrolled.

Peggy will contact the university to determine if we are permitted to bring food onto campus for events such as our General membership meetings.

25th Anniversary Planning Session

During the final hour of the meeting, we discussed our 25th Anniversary plans. Rather than just concentrating our efforts on the End-of-Year luncheon only, we have decided that we would like to highlight this milestone throughout the year (General Membership meetings, Luncheons and newsletters). We brainstormed many ideas, and various committee members are checking on possibilities. We will try to communicate with one another via email to avoid additional meetings but some of us may have to gather intermittently.

Likely times when activities will occur:

FGM= Fall General Membership meeting SGM= Spring General Membership meeting

WL= Winter Luncheon SL= Spring Luncheon

N= Newsletters

(WL) Peggy V. will check on 25th Anniversary lapel pins (small keepsake for all)

(WL) Donna will work with Peggy Johnson to identify charter members (Alan provided list from 20th celebration)

Everyone will be on the lookout for appropriate decorations. (Hold on purchasing at this time. Just make note of where things can be found.)

(WL, SL) Joe Alfred volunteered to put together a slide show. (Joe /Alan have requested photos from the membership.)

(FGM) Donna has contacted the Free Lance Star and they will do an article, likely around our General Membership meeting.

(N) Recognition of members who have served as the glue of our organization. (How do we do this and not exclude folks?)

(FGM or WL) Joe and Donna will request a meeting with the President of UMW to invite his involvement.

(FGM) The Board will discuss the dedication of a US flag for the classroom.

Consideration was given to coming up with an ES flag for our organization.

We will seek proclamations from various people such as the mayor and the Governor.

(WL, SL) Have Jack give a toast at the luncheon.

Present the first rendition of the slide show at the luncheon.

Feature anniversary information in the newsletters.

Other ideas are still germinating. Feel free to contribute!