

**UNIVERSITY OF MARY WASHINGTON ELDERSTUDY  
GENERAL MEMBERSHIP MEETING  
STAFFORD CAMPUS, SOUTH BUILDING G, ROOM 210  
OCTOBER 18, 2017**

Jack Allison called the meeting to order at 11:15 a.m. There were 45 people present, including all members of the Board of Directors and Standing Committee Chairs thus providing a quorum.

John Thompson made a motion to approve the minutes of the March 15, 2017 GMM. The motioned 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

**OLD BUSINESS**

Jack Allison continues to work with the University of Mary Washington to add a second projector and screen in the CLL classroom.

There are several ways to gain access to the CLL when there is no member with a key available. The UMW security guard, someone from the Administrative Office or a member of the Housekeeping Staff can provide access when necessary.

**NEW BUSINESS**

Jack Allison dedicated the new flag for the CLL.

“On behalf of the Board of Directors, it is my pleasure to present this symbol of our country to our organization as we commemorate our 25th Anniversary.

As a child, my days in the classroom started with the Pledge of Allegiance. The flag hung in those classrooms as we studied topics such as science and nutrition, music and math, great American leaders, wars both home and abroad and major events influencing our history. As an organization, we have not strayed far from those same topics, but we now look through a lens that is more sophisticated and experienced.

Let this flag link us to our past and remind us of our quest to continue learning and growing in a country where we are free to do so.”

## **ANNOUNCEMENTS**

Board of Directors Meeting December 6, 2017

General Membership Meeting March 21, 2018

The meeting adjourned at 11:55 p.m.

Kay McKinney, Secretary

Date Approved

Administration Committee Report to General Membership

October 18, 2017

Background: The ByLaws “charge” the Committee to (a) develop policies and plans for operating the ElderStudy organization subject to approval by the Board of Directors and (b) to monitor finances and project future needs including proposing an annual budget and recommending annual fees. The Treasurer is required to be a formal member of this Committee; the Board President, Vice President, Secretary, Curriculum Committee Chair, and Membership Committee Chair are designated as ex-officio members of the committee with all the rights and privileges of membership. General members may become committee-members subject to approval of the committee.

The Administration Committee meets quarterly about a week in advance of the Board of Directors meetings. The most recent Committee Meeting was held on August 29 with the tentative Agenda distributed in-advance to 17 individuals; this information was also posted on the ElderStudy website.

The August 29 Committee Meeting was attended by 9 individuals. (A) The Treasurer provided “year-end” financial information in the form of a Preliminary Operations Report and a Preliminary Balance Sheet Report; no issues or concerns were noted by the Committee members present. (B) Under Old Business, the committee received a status report on the 2017 Revision to the Policy and Procedures Manual. Because there were only a few revisions to be made and none of the revisions required Board approval, the 2017 Edition is being revised by “page replacement”. As of September 30, there were two copies remaining to be updated. (C) Under New Business, the chairman reported that there had been no volunteers to conduct the required annual financial audit. In early September, Connie Block consented to do the audit again this year. MANY THANKS TO CONNIE FOR A JOB WELL DONE!! Planning for the filing of the 2016-2017 ElderStudy Annual Tax Return was initiated in September.

Next Committee Meeting is planned for November 29 at 1 PM in the ElderStudy classroom. A key item for discussion will be the development of a recommendation regarding the amount of the Annual BLS Scholarship. The Committee recommendation will be presented to the BOD on December 6 for their approval.

Respectfully submitted: John Thompson

**GENERAL MEMBERSHIP MEETING CURRICULUM COMMITTEE INPUT  
OCTOBER 18, 2017**

The Curriculum Committee (CC) would suggest that we are having another successful semester. The programs have been especially informative, and attendance has been outstanding. We are probably averaging over 50 attendees at each of our sessions. Our goal is to provide a wide range of topics, recognizing that some topics appealed to a greater audience than others. As a side note, when we were having our sessions at Chandler Hall on the main UMW campus, we had a seating capacity of 50 individuals. Thus if we were still meeting there, we would be turning people away from many of our lectures. Plus parking was always an issue when we met at Chandler Hall.

The CC is working hard on the spring 2018 schedule, and, in fact, we will have our last formal planning session tomorrow from 1:00 to 3:00. This is an especially critical meeting in that we should have our final spring program nearly complete at that time and hopefully have it ready to go out in the December newsletter. When we finalize our schedule, we hope to have about 40 programs (not counting book club). I can't emphasize enough how much work the CC members do in finding programs and speakers and managing the various aspects in setting up the programs. As always, we welcome any ElderStudy member who would like to join us in planning future programs.

Thanks to Anne McGrath, Donna Lewis, and of course Dr. Richardson for arranging a program just prior to our General Membership meeting. The purpose of having a program prior to our meeting was an attempt to increase attendance at our General Membership meeting. We have planned a similar program for the spring 2018 General membership meeting and have arranged for Dr. Wayland Marks to discuss health issues impacting on senior citizens.

I would like to reiterate that this will be my last semester serving as Curriculum Committee chairperson. Effective January 1, 2018, Joe Alfred has agreed to assume this role. We are fortunate that Joe has stepped up as for the past three years he has been responsible for managing the data base and class schedule, which is a time consuming job. He has done this work in addition to sponsoring programs and presenting programs. Fortunately he fully understands how the committee works. He will continue in his current role and add on the more administrative functions that I handled. He will have his hands full, so if he sends out a call for help, please be ready to step up and assist.

Let me introduce Joe and let him make any comments.

Chuck Johnson  
Curriculum Committee Chairperson

Membership Committee Report

General Membership Meeting

October 18, 2017

The Membership Committee was happy to report that our membership again is approaching 290 members. Collaboration between the Curriculum and Membership Committees to present a one hour session prior to the General Membership meeting proved to be successful. Members were reminded that in honor of our 25<sup>th</sup> Anniversary we will be holding our Holiday Luncheon at The Gari Melcher Pavilion (Belmont) on Thursday, December 7, beginning at 11:30 am. RSVP forms were included in the October newsletter and can be found on line. The deadline for replying is November 21. Hope to see you there!

The current roster was included in the October newsletter. Please check your entry and keep you information up to date by sending corrections/changes to [membership@elderstudy.info](mailto:membership@elderstudy.info). If you are a new member, check in the classroom office for your permanent nametag.

Members are encouraged to take an active role in our organization. The Membership Committee is always looking to add new members to our group. Our next meeting of the Membership and 25<sup>th</sup> Anniversary Planning Committee will be Wednesday, November 29, beginning at 10 am.

Donna Lewis  
Membership Committee Chairperson

**Treasurer's Report- General Membership Meeting October 18, 2017**

**I have two reports and a few record notes to present today, and two others are attached for your review and reference at your convenience.**

**Report 1: ElderStudy Budget Comparison FY 2016-2017 to FY 2017-2018**

**Income for last year was budgeted at \$15,500. This year is budgeted for \$16,290 and reflects increased membership and retention of members. It meant that no increase in membership fees was necessary. Last years approved expense budget was \$13,700. This year the expense budget is \$14,275 or \$575 net. The increase is primarily due to a \$500 addition for one-time costs of the 25<sup>th</sup> Anniversary and the website renewal fee which occurs every two years.**

**Report 2: 2017-2018 Operations Report #1**

**The big news here is that the income from membership fees exceeded our target early in the year. This may be because of the early program start date of late August. Expenses for the first month are \$720.**

**Record Notes: The 2016-2017 financial files were provided to the designated reviewer, Connie Block, for the Annual Audit. Her time is greatly appreciated! Monthly reconciliation reviews of the bank statement are checked by Dorothy Meyers. Knowing another set of eyes is on the numbers makes my job easier! Half of this years work was done by the former Treasurer, John Thompson, before he ended his service, so credit for his efforts are due as well. I now follow the “Thompson Method” faithfully.**

**Respectfully submitted,**

**Bryn Pavek, Treasurer**