

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW Stafford Campus, South Building, LLC (SC210S) March 2, 2016**

The Mary Washington ElderStudy (ES) Board of Directors quarterly meeting was held at the UMW Stafford Campus on Wednesday, March 2, 2016. Chuck Watkins (President) called the meeting to order at 10 a.m. Other Board members present were Mel Wright (Vice President), Randy Fennemore (Secretary), John Thompson (Treasurer and Administration Committee Chair), Jack Allison, Peggy Gratz (representing the Membership Committee Chair), Chuck Johnson (Curriculum Committee Chair). Also attending was Dottie Meyers (Newsletter Editor), Sara Fartro and Charlie Fennemore. Board members Joan Bitely and Donna Lewis were absent as was Pat Parkinson, Membership Committee Chair.

Chuck W. announced additions to the Agenda which were approved unanimously.

Mel moved that the December 2, 2015 Board minutes be approved. Chuck J. seconded. Minutes were approved unanimously.

**STANDING COMMITTEE REPORTS**

**Administration Committee (AC)** (Report Attached) John informed the Board that the ES Tax return had been accepted by the IRS. The ES Budget for 2016-2017 requests are due no later than April 30, 2016. The call for change recommendations to Policies and Procedures Manual (P&PM) has a deadline of May 15, 2016. Committees are asked to review their sections and all Board members are asked for input. A Chairperson for the AC needs to be recommended at the May meeting. There are 13 members on the AC, consisting of 4 ES Board officers, all standing committee chairs plus other ES members.

**Curriculum Committee (CC)** Chuck J. said that currently the CC has 36 confirmed programs for the fall semester and more are in the works. More ES members than in the recent past will be presenting programs this fall. Efforts are continuing to involve more members with the CC.

**Membership Committee (MC)** (Report attached) Peggy remarked that the MC met February 17th with 9 members and 2 visitors. Section G and Appendix G of the P&PM updates were approved. ES members are now able to receive the faculty discount at the University Center 4th Floor dining facility when wearing ES name tag. Under new business, Peggy announced that Carolyn Sulima is arranging refreshments for the ES General Membership Meeting March 16th. Entertainment for the May Luncheon will be provided by Laurie Rose Griffin and Pete Mealy. All new name tags have been received. The ES membership is now 260 with 78 new for the 2015-2016 year. John Parkinson enters website data and posts photos. Anne McGrath transferred website ownership to Chuck W. but her son still owns the website name and had not agreed to transfer it as of this time. Donna Lewis is the MC selection for Chair for 2016-17.

**Treasurer's Report** John presented the Board with copies of the ES Operations Report #6 and The Quarterly Balance Sheet Report #2 (Preliminary). He noted that membership fees were sufficient to cover expenses. Discussion ensued as to whether the Treasurer needed to be partially reimbursed for equipment usage. John chose not to receive any reimbursement.

**OLD BUSINESS** John stated that an AC Chair still had not been selected but there is one possibility. There was a discussion on the need for an ES Historian. Mel made the motion to advertise for an ES Historian to see if there is interest before forming an ad hoc committee. Peggy seconded. Vote: 6 Yeas, 1 Nay. Motion carried. The idea of having an ES restaurant reviewer was discussed but no motions made.

### **NEW BUSINESS**

1. Two gifts, one a framed Bulent Atalay line drawing of Kenmore donated by John Massaro, former ES member and the other a wooden cup with lid made by Steve Schwartz at woodworking class in January, were donated to ES recently. John made the motion that if permitted the picture be placed on the wall of the the LLC. Mel seconded. Vote: Unanimous approval. John made the motion that the wooden cup with lid would be a door prize at the spring luncheon in May. Mel seconded. Vote: Unanimous approval.

2. Next item of new business was whether to remove some or all of the tables in the LLC to allow for more chairs. John noted that the occupancy limit for the room is marked as 47, the limit set when the room was used for workspaces. He said that Mark Safferstone is having the room reevaluated by the fire marshall to see if that limit could be changed. It was the consensus of the Board that the issue be tabled until the new occupancy limit is known.

3. Annual Budget call was made by John. Each committee is to submit its budget by April 30, 2016, and the AC will develop a recommended budget and dues structure at the May meeting to be presented to the Board June 1st.

4. Annual P&PM Review needs to be completed by mid May.

5. Chuck W. announced that he had corrected the website so that the date for the \$5 plus applications do not take effect until March 26, not March 16, as had been erroneously posted.

6. Chuck W. noted that there is nothing in the P&PM regarding the ability to have write-ins on the ballots or nominations from the floor at the General Membership Meeting in March. It was noted that it has been the practice that anyone could submit a nomination as long as it was received by the Nominating Committee by mid January thereby allowing time to have the materials prepared in time for the February newsletter.

### **ANNOUNCEMENTS**

1. Mel announced that the membership list that had been posted on the bulletin board in LLC was removed and placed in the ES office.

2. John will inform the ES membership of the fraudulent access to the ES Checking account at the General Membership Meeting, March 16th. Because of this breach ES had to set up a new checking account and the cost of new checks was to be reimbursed to ES, but this has not yet happened. The bank will provide an alert to account holders when there is a suspected breach but only if a Smart Phone number is provided. The account can be accessed online regularly to check for potential breaches.

Adjournment: Mel moved to adjourn and John seconded. The meeting adjourned at 11:18 a.m.

Randy Fennemore, Secretary

Date Approved: June 1, 2016