

MARY WASHINGTON ELDERSTUDY
ADMINISTRATION COMMITTEE MINUTES AND REPORT TO THE BOARD
May 24, 2017, 1-3 p.m.
Center for Lifelong Learning, UMW Stafford Campus, Room SCS210

The Mary Washington ElderStudy Administration Committee met May 24 in the Stafford Campus classroom. Chairperson Barbara Barrett called the meeting to order at 12:58 p.m. Others in attendance were Joan Bitely, Judy Crissman, Donna Lewis, Anne McGrath, Dot Meyers, Bryn Pavek, John Thompson, Peggy Verdine, Chuck Watkins, and Alan Zirkle. Materials were distributed to all Committee members prior to and at the meeting.

Treasurer's Report. Bryn reviewed preliminary Operations Report #7 and Quarterly Balance Sheet Report #3.

Old Business. Five items were discussed and acted upon.

1. The proposed 2017-18 Membership Fee Schedule is the same as in 2016-17. These memberships form the basis for ElderStudy's budget. Committee members opted for the more conservative 70% overall renewal rate plus 60 new members that would yield income of \$16,290 (see Attachment 1). Chuck Watkins moved to recommend Board approval of this fee schedule. The motion was seconded and unanimously passed.
2. The proposed 2017-18 Budget was examined line by line. Proposed expenses total \$14,275—\$625 more than the previous year to accommodate ElderStudy's 25th anniversary celebration and increased costs of our spring potluck luncheon venue. Donna Lewis moved to recommend Board approval of the budget, as amended, that moves the Curriculum Committee's 50% share of the telephone costs to the Membership Committee (see Attachment 2 and item #4 below). The motion was seconded and passed unanimously.
3. John Thompson distributed a summary of proposed grants awards to UMW Departments totaling \$2,500. That reflects \$2,200 for 22 programs given by UMW staff and \$300 for the Great Lives lectures (see Attachment 3). John moved to recommend Board approval of this distribution. The motion was seconded and passed unanimously.
4. Proposed changes to the *Policies and Procedures* document, with the exception of a typo on p. E-6, were limited to the Curriculum Committee's deletion of references to it maintaining telephone messages about session cancellations, room changes, etc. Anne McGrath moved to recommend adoption of these edits (see Attachment 4). The motion was seconded and passed unanimously. **Note:** a Membership Committee member regularly checks ElderStudy's telephone messages and relays them to the appropriate party.

No corrections to Appendices have yet been formally submitted. These do not require Board approval. However, some corrections will be given to the Chairperson no later than June 15. She will make all Board-and Committee-approved corrections to post an updated *P&P* document on the website in August and provide corrected inserts for hard-copy *P&P* manuals held by Board members and others.

5. The Administration Committee unanimously recommended appointing a particular individual to serve as Chairperson for the upcoming 2017-18 year. That person will be named at the June Board meeting.

New Business. The Committee voted to hold its meetings one week prior to the Board meetings in the 2017-18 year. These dates are 11/29/17, 2/28/18, 5/30/18, and 8/29/18. The current Chairperson is to promptly transmit these dates to Curriculum Committee Chairperson Chuck Johnson and Scheduler Joe Alfred for inclusion in next year's schedule. There being no other business, the meeting was adjourned at 2:25 p.m.

Barbara Barrett, Chairperson

Attachments for Distribution Only to the Board:

1. Proposed 2017-18 Membership Fee Schedule
2. Proposed 2017-18 ElderStudy Budget
3. Proposed 2016-17 ElderStudy Grants
4. Proposed 2017-18 P&P Edits (pp. F-4, F-5, E-6)