

**MARY WASHINGTON ELDERSTUDY ADMINISTRATION COMMITTEE MINUTES**  
**QUARTERLY MEETING**  
**February 22, 2017, 1-3 p.m.**  
**Center for Lifelong Learning, Stafford Campus, Room SCS210**

The Mary Washington ElderStudy Administration Committee met on February 22 in the Stafford Campus classroom. The meeting was called to order at 1 p.m. by Committee Chairperson Barbara Barrett. Others in attendance were Jack Allison, Joan Bitely, Judy Crissman, Anne McGrath, Mike Redding, Jack Sulima, and John Thompson.

**Treasurer's Report.** The 2016-17 Operations Report #3 was reviewed. Treasurer Bryn Pavek, who is out of the country this month, will update this report and the Balance Sheet Quarterly Report in time for the Board meeting March 8. Past Treasurer John Thompson said it is unlikely to hear anything about the status of our 2015-16 Federal tax return, filed 12/17/16, unless the IRS finds something that needs to be followed up.

**Old Business.** None.

**New Business.** A draft 2017-18 Budget Call to the Board and Standing Committees was distributed and briefly discussed. A final version of the Budget Call, along with a 2017 Policies & Procedures Update Call, will be presented at the March Board meeting.

Per her acceptance last year to serve only one year, Ms. Barrett said a new Administration Committee Chairperson must be identified at the Committee's May meeting. The Committee must recommend the new chairperson for the Board's approval at its June 7 meeting. She asked current members to consider assuming this position and/or recommending others.

Joan Bitely noted that nominees to the Board are not known to all members before they vote. While their bios and pictures are displayed in the newsletter, she suggested also scheduling a short time at the start of a designated session for nominees to introduce themselves. President Jack Allison will take up this matter with the Board at its March meeting.

The next Committee meeting is May 24, 2017, 1-3 p.m. in this same classroom.

The meeting was adjourned at 1:25 p.m.

Barbara Barrett, Chairperson