

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS MEETING (BOD)  
UMW STAFFORD CAMPUS, SOUTH BUILDING  
ROOM 210 ON MARCH 8, 2017**

The Mary Washington ElderStudy (ES) Board of Directors Meeting was held in the UMW Stafford Campus South Building, Room 210, on March 8, 2017. There were 13 people in attendance. President Jack Allison called the meeting to order at 10:02 a.m. Jack welcomed attendees, guests and new members. A quorum was present.

Chuck Watkins approved the minutes of the December 7th Board Meeting and John Thompson seconded the motion.

Jack Allison read a thank-you letter from the University, this was in response to our increase in the scholarship fund.

### **STANDING COMMITTEE REPORTS**

#### Administration Committee (AC), Barbara Barrett

The following is a summary of that report.

- Treasurer's Report for 2016-17 Operations Report #3 was reviewed.
- Federal tax return was filed on 12/17/16.
- Final call on updating the Policies & Procedures was discussed.
- A new Chairperson for this Committee must be identified for the approval of the Board's approval at the June 7<sup>th</sup> meeting.
- Joan Bitely suggested that, to increase members' awareness of Board nominees prior to their election, a short designated session for the introduction should be considered.
- Next meeting is May 24, 2017, 1-3 p.m. in the ElderStudy classroom.

#### Curriculum Committee (CC), Chuck Johnson (see attachment A)

#### Membership Committee (MC), Jack Sulima filled in for Donna Lewis

- We have 291 members.
- We had some drop off of members but Alan Zirkle is looking into retention.
- Spring Luncheon, we will have a feedback from members at that time.
- Sub-standard food at the Winter Luncheon at LOW. We will give them one for chance and then look into getting another site.
- Keith Morganheim has volunteered to manage our Facebook.

- Board Elections next year, lets add a note about the location of bios for the candidates. Newsletters, website and Facebook. We also discussed making a note on the ballot itself indicating availability of the candidate bios.
- Items for the next newsletter, are due to Dottie on March 25, 2017.
- May 2018, 25<sup>th</sup> Anniversary of ElderStudy. We need to track down all the charter members for recognition.
- Discussion of the phone system. The cost is \$22.00 per month. Even though the website is a good source for information, keeping the phone system is a good idea.
- Next Membership Committee meeting is April 5, 2017, at 10:00 in the ElderStudy classroom.

## **TREASURER'S REPORT**

- Reviewed and approved by Chuck Watkins and seconded by Joan Bitely.

## **OLD BUSINESS:**

- LLC occupancy still limited to 47. Chuck Johnson brought up the idea that if we keep asking about upping the limits, may call attention to the fact that we are above 47 for most of our classes. We need to drop this from old business.
- One idea is that we have the University remove the cubicles from one side of the classroom (left side facing the screen) and put some chairs in that area. We could then angle the screen so that folks in that area could see the screen.
- Microphone. It appears to have a problem in how you carry the phone (left, front or right side). Dottie will contact for help with this problem.
- How to attract more members to the General Membership Meeting. Some ideas are, having a short lecture, could be a music program or Great Lives program. This would be a one hour program, Jack Allison will look into this. We need at least 30 members for a quorum.

## **NEW BUSINESS:**

- Joan Bitely suggested that we have an introduction for candidates before a class. This would be about one-half hour from 12:30-1:00 and she would make all of the arrangements. A suggestion was made by Chuck Johnson to have this introduction after a class. This was rejected by Joan and this item is tabled until the June 7<sup>th</sup> Board meeting.

## **OPEN FORUM:**

- Alan Zirkle noted that the contact list for leadership members, needs to be updated. Peggy Verdine as secretary will complete this.

## **ANNOUNCEMENT:**

Next Board Meeting, June 7, 2017, 10:00-12:00 in the ElderStudy classroom.

Peggy A Verdine, Secretary

Date Approves:

## **Attachment A**

### **BOARD OF DIRECTORS MEETING**

**MARCH 8, 2017**

#### **CURRICULUM INPUT**

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, and the attendance at the session on ISIS was approximately 110.

The CC is working hard on the fall 2017 schedule, and, in fact, we will have our last formal planning session on March 16, 2017 from 1:00 to 3:00. This is an especially critical meeting in that we should have our final fall program nearly complete at the time of the meeting. We have nearly 30 firm programs and hope to be able to firm up another 8 – 10 by the 16<sup>th</sup>. 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.

We have attempted a new concept in finding speakers to talk on topics of interest, but for which the CC does not know of a potential speaker. When we determine a topic of interest, we have Jack Allison coordinated with our UMW point of contact (Kevin Caffery), provide him the topic, and ask that he circulate the request to the UMW faculty. We have also had Kevin query the faculty and ask if anyone had a topic that they would willing to present to ElderStudy. We have identified four professors who have initially indicated that they are willing to talk to ElderStudy. The process we are currently using is once we receive the names of possible speakers, I will alert CC members of the topic and potential speaker and request a CC volunteer to coordinate with the professor. This remains a work in progress, but our initial thoughts are that this may be a good technique to use in the future.

Recently, Allan Zirkle took the initiative and queried our membership on how often they used the telephone system, either to seek information about our organization or to determine if there has been a schedule change. He noted that there were very few messages received requesting information and only one person indicated that she checked the phone system to determine if there were any schedule changes. I think the reason for this non-use of the phone system is that we have an excellent web site, an up to date schedule posted in the classroom, excellent use of email to alert members of changes, and a membership committee volunteer (Sherill Bartholomew) who alerts

those few members who do not have email access of any changes. I do not believe we should continue to use the phone system to alert our membership of schedule changes. It is simply one of those tasks that takes time but has limited utility.

Budget wise, we are in excellent shape. It appears our expenditures for last semester were about \$2600, and we project our spring expenditures to be about \$3500.

As a final item and as a sidelight, I asked Allan if he could provide data on new memberships over the last three years. He provided the data and added the number of renewals from year to year. The statistics are as follows:

2014 -2015: 69 new members of whom 28 are still members.

2015-2016: 89 new members of whom 61 are still members.

2016-2017: 70 new members.

Chuck Johnson, Chairperson

### **Curriculum Committee**

**DRAFT**

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