

**ELDERSTUDY MEMBERSHIP COMMITTEE MINUTES
TUESDAY, AUGUST 30, 2016
LOCATION: UMW STAFFORD CAMPUS/LLC**

WELCOME AND INTRODUCTIONS:

Call to Order: Chair Donna Lewis called the Meeting to Order at 10:00 AM. All persons present introduced themselves.

Present: Connie Brady, Peggy Gratz, Eugenia Jones, Susanne Lazanov, Donna Lewis, Dottie Meyers, Nancy Neil, John Parkinson, Pat Parkinson, Carolyn Sulima, Jack Sulima, Peggy Verdine, Chuck Watkins, Alan Zirkle

OLD BUSINESS

Approval of Minutes from April 13, 2016: A motion was made by Chuck to approve the minutes. Peggy Gratz seconded the motion.

Final Membership Committee Budget: The 2016-2017 Budget for the Membership Committee is \$3,350.

Updates to Policies and Procedures: Per Appendix G-24, the following change was made for Event Registration and Banquet Procedures:

3. Give all checks and a final vendor invoice to the ElderStudy Treasurer at least 4-5 days prior to the event to allow depositing.

Per Appendix G-25, Susanne will include the temporary name tags for all new members in their New Member Packet. Carolyn will notify all members by phone when their permanent name tag is received.

Chuck will make the revisions to the Policies and Procedures for Section 5 – Membership Committee – Appendix.

NEW BUSINESS

Membership Renewal Questions: Donna reminded everyone that our official name is Mary Washington ElderStudy.

The 2016-2017 Membership Renewal Form states that the registration form is only for “Current 2015-2016 Members”. Anyone who was not a 2015-2016 member must register as a new member.

Donna will call current members who do not have email and who have not yet renewed to remind them of the discount if they renew by September 9. Alan will also be sending a blast email as a reminder.

October General Membership Meeting: Carolyn will arrange for snacks at the General Membership Meeting on October 19.

ElderStudy Website: Chuck reported that ElderStudy has transitioned to a new web-hosting service that includes an enhanced email function allowing large bundles of emails to be sent. The unanticipated extra charge for enhanced email service is \$99 per year which John Thompson has paid with general ElderStudy funds. In the future this cost will be part of the Membership Committee budget.

REPORTS

Membership Secretary: Carolyn volunteered to be the Membership Committee Secretary.

Bulletin Board/White Board: Connie volunteered to maintain the Bulletin Boards. A discussion was held about what should be included on the General Bulletin Board (updated schedule) and what information should be included on the White Board (all permanent information such as ElderStudy Forms). Connie will have the Bulletin Boards ready by October 19 - the date of the General Membership Meeting.

ElderStudy Voice Mail: Nancy reported that she is receiving approximately 1-4 inquiries per month on the Voice Mail.

Membership Roster: Jack reported that there were 265 members last year. So far this year, there have been 129 renewals and 21 new members. There is approximately a 40% turnover per year.

Chuck will update the Membership Committee Roster.

New Member Packets: Susanne will be sending out the temporary name tags with the New Member Packet. She will update the Welcome Letter.

Newsletter: Donna thanked Dottie for getting the first newsletter out in a timely fashion. The deadline for the October newsletter is September 26.

Outreach/Publicity/Rack Cards: Peggy Verdine reported that there was a large turnout for The Art of Aging Expo. Peggy and Sue will contact Chancellor's Village about making a Power Point presentation on ElderStudy.

Alan will reach out to all new members to inquire how they heard about ElderStudy.

Pat volunteered to update and order the Rack Cards. She will send the revisions to Donna and Chuck before ordering the new cards.

Remembrances: Peggy Gratz reported that no remembrances have been sent.

Name Tags: Carolyn reported that 21 new name tags have been ordered to date. She will notify all members by phone when their permanent name tag is received.

Winter Luncheon Reservations: The Winter Luncheon will be held at Lake of the Woods on December 1. Carolyn and Eugenia will meet with the banquet manager to plan the menu. Eugenia will arrange for the entertainment. Carolyn will include the Winter Luncheon Reservation Form in the October newsletter.

Spring Pot Luck Luncheon: Eugenia reported that the Spring Pot Luck Luncheon was successful. The entertainment was enjoyed by all. The 2017 spring luncheon will be held on May 18. We are looking for a new venue. Peggy Gratz will check to see if the Methodist Church is available and Peggy Verdine will inquire about Chancellor's Village. A notice will also be included in the October Newsletter asking members if they have any suggestions for places to hold the luncheon.

UMW Liaison – Peggy Gratz reported that the new UMW Liaison is Kevin Caffrey. He is the Assistant Registrar at UMW. She will check with him to make sure that the current Membership Registration Form is being given to all retirees. Mel Wright will contact Kevin to welcome him as our new Liaison.

Miscellaneous: Alan reminded everyone to familiarize themselves with the new website.

Adjourn: The meeting was adjourned at 12:00.

IMPORTANT DATES

September 26 – Deadline for October Newsletter

October 19 – General Membership Meeting

November 30 – Next Membership Committee Meeting – 11:00-12:00

December 1 – Winter Luncheon

January 18 – Membership Committee Meeting