

Administration Committee Quarterly Report

May 30, 2018

The Quarterly Meeting of the ElderStudy Administration Committee was held on Wednesday, May 30 (2018) in the ElderStudy Classroom. Attendees at this meeting were: Judy Crisman, Bryn Pavek, Donna Lewis, Michelle Esbenshade, Jack Allison, Jack Sulima, Dot Meyers, Alan Zirkle, Joe Alfred, and John Thompson. The meeting agenda had been distributed electronically 3 weeks prior to the meeting and had been posted on the ElderStudy website as part of the distribution.

The Treasurer provided a preliminary Third Quarter Financial Report which included both an Operations Report and a Balance Sheet Report. Both reports will be updated for presentation at the June 6 Board Meeting. The early membership fees received in April and May were not included in the Operations Report but were identified in the Balance Sheet Report.

Under Old Business, John reported that none of the activities during the 2017-2018 year to identify a new committee chairperson had been successful to date. In view of this situation, John indicated that he would be willing to continue as Committee Chair until mid-December to allow additional time to identify and approve a “successor chair”. The **Committee Recommends** that the Board of Directors appoint John to continue as chairperson until mid-December 2018.

Under New Business, most of the discussions pertained to developing a 2018-2019 Budget Recommendation together with a Membership Fee Recommendation. Updated information was recently received from both the Curriculum Committee and the Membership Committee. Vigorous discussions were conducted regarding cost escalation associated with the holiday luncheon venues and how to provide a clearer understanding of Membership Meetings/Special Events costs. The Recommended Budget to be presented at the June 6 Board Meeting will reflect these discussions.

Upon completion of the 2018-2019 Budget Discussions, the Committee discussed potential 2018-2019 Membership Fee options. Two options were presented for committee discussion. One option provided for a “mid-Spring” new member fee option (not One-Plus) and the second option provided for new memberships with just a “mid-year” option. The Committee recommended the second option for adoption by the Board.

Subsequently, the Committee was provided with an estimation of membership fee income based on the “second fee structure” assuming a 75% renewal rate for current memberships and an influx of 75 new memberships (63 full-year and 12 half-year.) This estimate was included in the proposed budget discussions which will be presented to the Board.

The next item of discussion involved considering the continuation of the ElderStudy tradition of providing GRANTS to those University Departments whose faculty provided programs during the current year IF there is current-year funds available. Using the information from the March 31 Operations Report and the Preliminary May 27 Operations Report, the Committee determined that there were sufficient funds available to permit consideration of the GRANTS activity. A review of the Classroom Program schedules for the 2017-2018 Year revealed that ElderStudy received 21 program presentation from members of 12 different University departments. The Committee recommends that grants of \$100 per

program be provided in late July and that a grant of \$250-300 be provide to “Great Lives” when the department grants are submitted. The Total Recommended Grants for 2017-2018 = \$2400.

The status of the Annual Review of the Policy & Procedures Document was presented. Comments have been received and will be worked into a “draft” for consideration at the August 29 Committee Meeting.

Respectfully submitted,

John Thompson, Committee Chair