

## **Administration Committee Quarterly Meeting Report**

**(August 29, 2018)**

**And**

## **Administration Committee Quarterly Report to the Board**

**(September 5, 2018)**

The Quarterly Meeting of the ElderStudy Administration Committee was held on August 29 in the ElderStudy Classroom. Attendees at this meeting were: Judy Crisman, Donna Lewis, Bryn Pavek, Michelle Esbenshade, Jack Allison, Alan Zirkle, and John Thompson. The meeting agenda had been distributed electronically in early August and was posted on the ElderStudy website as part of this distribution.

**The Treasurer provided** a preliminary fourth Quarter Financial Report which included both the Operations Report and the Balance Sheet Report. There was little discussion by the committee as both reports indicated that ElderStudy's 2017-2018 financial status was within budget and on "solid ground". Year-end financial reports will be provided at the September 5 Board Meeting.

**Old Business.** The Committee received a report that none of the effort to-date (about 10 months) to identify a new Committee Chairperson had been "fruitful". The search for a new chairperson will be continued during the Fall Semester. The current chair reconfirmed his intent to vacate the position "no later than December 30, 2018".

A second topic under Old Business was a status report regarding the 2018 Update of the Policy & Procedures Document. (a) The Curriculum Committee has recommended some revisions to Chapter F of the P&P document. The Administration Committee is recommending that the Board approve the requested revisions. (b) The Curriculum Committee has recommended revisions to Chapter G and to Appendix G. The revision to Chapter G involves insertion of the phrase "full-time" to a statement on page G-1 to clarify the statement regarding "no fee memberships". The revisions to Appendix G update procedures regarding Committee operations do not require Board approval but will be carefully reviewed by the editor.

**New Business.** It was reported that Connie Block has agreed to conduct the 2017-2018 Annual Financial Audit. She will be working closely with Treasurer Bryn Pavel. MANY, MANY THANKS TO CONNIE !!

Also under New Business, there was considerable discussion regarding the need for a "Long Range Planning Action" which addresses opportunities for keeping the organization vibrant and for filling vacancies. The Committee strongly recommends that the Board and the Committees quickly initiate the Long-Range Planning initiative.

The next meeting of the Administration committee is scheduled for Wednesday, November 28, at 1 PM in the ES Classroom. Respectfully submitted, John Thompson. Committee Chair