

**MARY WASHINGTON ELDERSTUDY  
GENERAL MEMBERSHIP MEETING  
STAFFORD CAMPUS, SOUTH BUILDING G, ROOM 210  
October 17, 2018**

Chuck Block called the meeting to order at 11:25 AM. There were 44 people present including members of the Board of Directors (with the exception of Barbara Kincaid) and Standing Committee Chairs.

John Thompson made a motion to approve the minutes of the March 27, 2018 GMM. The motion was seconded by Donna Lewis and passed.

**STANDING COMMITTEE REPORTS**

**Administration Committee** – John Thompson

Attachment A

**Curriculum Committee** – Joe Alfred

Attachment B

**Membership Committee** – Donna Lewis

Attachment C

**TREASURER’S REPORT** – Bryn Pavek

Attachment D

Financial Reports are posted on the ElderStudy website

**UNFINISHED BUSINESS**

Chuck Block discussed the desire to rearrange the classroom to better accommodate increased number of attendees and provide additional room for ElderStudy members using walkers or canes. Chuck will coordinate desired changes with Kevin Caffrey, our liaison with University of Mary Washington.

There is a need for a new Administration Committee Chair to replace John Thompson to be effective January 1, 2019.

**NEW BUSINESS**

Dottie Meyers presented a framed copy of the 25<sup>th</sup> Anniversary Song written (and sung) by Carolyn and Jack Sulima. Rose Reif ordered and underwrote the cost of the framing as a gift to ElderStudy.

Joe Alfred presented an award to Peggy Johnson for 25 years membership on the Curriculum Committee.

Bryn Pavek discussed the Ad Hoc Long Range Planning Committee:

“We have had preliminary meetings to scope out the two things we believe we will need for this path forward. Gather data and figuring out all the people we will need to listen to in this process--new members, 2-5 year members, and longtime members. Initially we plan to have meetings with volunteer members who do the work, leaders like Committee Chairs and Board members both past and present, and we think this will be 5 meetings in all.

Then we plan to have 3 meetings open to all members--one in Dec, one in Jan, and one in Feb--all with the exact same agenda and we'll be asking questions about experiences. We are asking each member to choose to attend one of those three meetings so it is convenient to your schedule, and we get a good cross-section of all members.

Finally, we will be compiling the information into a report to the Board in the April timeframe.”

## **Open Forum**

A suggestion was made to waive the Membership Dues for Alan Zirkle in recognition of his many contributions to ElderStudy including the maintenance of our Membership Roster.

Mike Redding announced that he has added a 3<sup>rd</sup> tour to Shannon Air Museum on November 7<sup>th</sup> at 2:30 PM.

Kevin Caffrey suggested that ElderStudy members sign up for UMW Alerts to learn of campus closings due to weather etc.

## **ANNOUNCEMENTS**

Next Board of Directors Meeting – Wednesday, December 5, 2018 10 AM – noon

Winter Luncheon – Tuesday, December 11, 2018 11:30 – 2 PM

Next General Membership Meeting – Wednesday, March 20, 2019 11 AM - noon

The meeting adjourned at 12:12 PM

Kay McKinney, Secretary

Date Approved:

## Administration Committee Report to the Membership

October 17, 2018

Good Morning!!!

The most recent meeting of the Administration Committee was held on August 29, 2018 with 7 committee members present. The Treasurer presented a preliminary Year End Financial Report which was recommended for presentation at the September 5 Board Meeting.

Under Old Business, recommendations for revision of the Policy and Procedures Document were reviewed and subsequently recommended for presentation to the Board for their approval. These revisions were related to Chapter F on Curriculum Committee procedures, a minor revision to Chapter G for Membership Committee procedures, and significant revisions to Appendix G for Membership Committee “how to” specifics. The Board approved these changes at their September 5 Meeting and replacement pages are currently being provided to the holders of the Policy & Procedures Document. These revisions have been posted on the ES website.

Under New Business, it was reported that Connie Block had volunteered to conduct the annual fiscal audit which is necessary for the submittal of the ElderStudy income tax return. The Committee also discussed a need for a Long Range Planning Initiative in order to keep ES vibrant for the foreseeable future; the initiative was recommended to and approved by the Board of Directors at its September 5 Quarterly Meeting; Bryn Pavek is leading this activity.

**OPEN ACTION ITEM** For the past 10 to 12 months, ElderStudy has been searching for a new Admin Committee Chairperson but without success. I will be stepping down effective COB December 30. ElderStudy members willing to accept the challenges associated with this position should contact Chuck Block or me.

The Next Committee Meeting is scheduled for Wednesday, November 28 at 1 PM in this room. I anticipate that the meeting discussions will relate to First Quarter Finances, the Annual Audit report, funding of the BLS Scholarship Award, and the Committee Chair Search status report.

Respectfully, John Thompson, Committee Chair

## Curriculum Report – 16 September 2018

Our fall 2018 semester has begun and several of our tours are already booked solid. Our dedicated sponsors have started to contact speakers and tour guides for spring 2019. We have 40 programs confirmed to date including 27 at the CLL, 6 tours, 5 book groups and 2 play discussions. Many of our favorite speakers will be returning in the spring and we have identified a number of new speakers for programs that we are confident the ElderStudy membership will find enjoyable. For spring 2018, average attendance for 16 CLL programs was 58.8 members and guests up 8.4 from spring 2017. For fall 2018 so far, we have had one program with 120+ attendance, one program with 110+, two programs with 70+ attendance and four programs with 60+ attendance. Six tours have had an average attendance of 37.5; one tour had an attendance of 75. One book group had an attendance of 19 and one play discussion had an attendance of 69.

Mary Washington ElderStudy has planned 1,874 programs over 51 semesters from the fall of 1993 to the fall of 2018 for an average of 37.5 programs per semester. For the last five years our average has been 45.3 programs per semester, the highest it has ever been.

Our next Curriculum Committee meeting is 18 October 2018 at 1:00 pm.

Respectfully submitted,

Joe Alfred, Chair  
Curriculum Committee

## **Membership Committee Report**

General Membership Meeting

October 17, 2018

Last year at our fall General Membership meeting, we announced that we were nearing 290 members. Today we are pleased to report that we have 372 members! We hope you have enjoyed the format of this meeting, with a one hour presentation prior to our General Membership Meeting.

By now you have received your October newsletter and an updated roster of our membership. Please check your roster entry and keep you information up to date by sending corrections/changes to [membership@elderstudy.info](mailto:membership@elderstudy.info). If you are a new member, check in the classroom for your permanent nametag. (We do recycle your temporary tags.)

Members are reminded that we will be holding our Holiday Luncheon in University Hall in the North Building of the UMW Stafford campus on Tuesday, December 11<sup>th</sup>. The cash bar will be available at 11:00 am and the luncheon will be served at 11:30 am with entertainment to follow by harpist Elizabeth Ciresi. RSVP forms were included in the October newsletter and can be found on line. The deadline for replying is November 20. Hope to see you there!

Members are encouraged to take an active role in our organization. The Membership Committee is always looking to add new members to our group. Our next meeting of the Membership Committee is Thursday, November 15, 2018, beginning at 10 am.

Donna Lewis  
Membership Committee Chairperson

## **Treasurer's Report - General Membership Meeting**

October 17, 2018

I have two reports and a few record notes to present today, and one other report is attached for your review and reference at your convenience.

Comparison of Fiscal Years FY 2017-2018 to FY 2018-2019 and Operations Report #12 Final End of Year are copied together because 2 columns appear on both reports. The two columns are the Amended and Actuals for 9/1/2017 through 8/31/2018.

Starting with the Operations Report #12 Final End of Year sheet they are columns 3 and 4 from the left. This report shows the budget approval and review process from before the year starts, (when the Board finalizes the Approved Budget), thru the end of the year when all income and expenses are complete.

Overall, while there were some individual line increases and decreases typical of annual operations, the primary increases between the budget Approved by the Board and the end of the year 8/31/2018, can be best seen in column two of numbers, under the Amended Budget.

- A. Income increased due to an influx of new members after the publication of the 25<sup>th</sup> Anniversary article in the Free Lance Star.
- B. Under Expenses you will see under column two that these items are the primary differences: Under Board of Directors, there is the addition of one BLS scholarship as a one-time recognition of the 25<sup>th</sup> Anniversary; the additional of the grants amount done near the end of the year when we can anticipate how much we can afford; and the classroom contingency which paid for a new microphone this year. Under Membership Committee you see an increase of \$1,600, of which approximately \$800 was due to increased cost offset by fees for the holiday luncheon catering and another \$800 primarily due to costs for room rental, music and supplies due to membership growth for 2 member meetings, and 2 luncheons.

Flipping over the page, you will find the Comparison of Fiscal Years report. This report takes the Amended and Actuals numbers from the other side and enters them on column 2 and 3 on this page next to the Approved Budget for 2018-2019. You can see notes about specific lines on the right side of the page.

- A. Income:- This report shows you that we do expect another increase in membership, so the Board has not changed any membership fee costs. Additionally, the approved budget shows the expected reservation fees for the winter holiday luncheon, because they are a large part of the expenditures below. Previously that figure had not been included until the amended budget but including it helps in tracking since this has become a regular event.

- B. Expenses: The Board increased the annual amount of the single BLS scholarship by \$250 dollars to \$1,500. And if the potential grant money were added in at \$2,500 this year, then that column would be total \$4,250. Other minor increases of \$50 in several lines are due to the Board determining that we can cover the partial cost of ink and paper that Committees and the Treasurer use on behalf of the organization. Postage costs have increased slightly and finally you see the increase of \$800 under Membership Committee for the increased costs as explained previously.
- C. At the bottom you see that the Board is projecting a budget very close to the expenditures in the prior year and has some room to spare given anticipated membership fee income. This closer projection of the budget can be traced to the excellent work of the Chair of the Administrative Committee, John Thompson in working with the Committee Chairs and Treasurer and tracking over multiple years.

Record Notes: The 2017-2018 financial files were provided to the designated reviewer, Connie Block, for the Annual Audit. Her time is greatly appreciated! Monthly reconciliation reviews of the bank statement are checked by Dorothy Meyers. Knowing another set of eyes is on the numbers makes my job easier!

*Respectfully submitted,  
Bryn Pavek, Treasurer*

These reports have been submitted in accordance with the Governing Documents.

Attached for reference:

- 1) 2017-2018 Quarterly Balance Sheet Report #4
  - a. Purpose: The report shows the status of all funds as of the start of the fiscal year on September 1, 2017 and as of the end of the fiscal year on August 31, 2018. ElderStudy finances are in excellent shape. There is a full year of operating funds in reserve in the Capital Reserve Account in 3 CD's. The Classroom Contingency, established with a cashed in CD upon moving to the Stafford Campus to provide for unknown costs, remains healthy. Both of these items are in keeping with established policies.
  - b. Details: The net income and net assets less liabilities should be "reduced" by \$18,803 in early membership fees that have been collected by August 31, 2017. These fees are for the coming years operations. Additionally there is an anticipated set aside for grants, and the balance of the classroom contingency which is available upon Board action. If these reductions are taken, the Assets less Liabilities numbers are \$17,628.11.

## **Ad Hoc Long Range Planning Committee**

“The **mission** of the Mary Washington Elder Study, a Lifelong Learning Program affiliated with the University of Mary Washington, (previously Mary Washington College) , is to design and execute an academic program for retirement-age people who share a love of learning and seek to be positive participants in both the University and the community.”

“The **purpose** of Mary Washington ElderStudy, as an outreach of the University of Mary Washington, shall be to provide the organization and structure to facilitate learning through joint study and interaction among interested elder members of the community. Self-directed and self-disciplined learners with common interests shall form self-coordinated groups to study and discuss topics of their choice. Focus shall be on membership participation in cooperative and democratic manner.”

**Board Motion: Establish an Ad Hoc Long Range Planning Committee, consisting of 9 members in good standing, to examine what’s working, identify challenges, look at existing and future resources and propose recommendations by April 2019.**