

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW STAFFORD CAMPUS, SOUTH BUILDING, ROOM 210  
DECEMBER 5, 2018**

Chuck Block (President) called the meeting to order at 9:57 am. Other Board Members and Standing Committee Chairs present were Joe Alfred (BOD & Curriculum Chair), Michelle Esbenshade, Barbara Kincaid, Kay McKinney (Secretary), Dottie Meyers, Keith Morgenheim, Bryn Pavek (Treasurer), Michael Redding and John Thompson (Administration Chair). Donna Lewis (Membership Chair), Jack Sulima (Vice President) and Peggy Verdine were unable to attend. Jack Allison (Immediate Past President) was also in attendance.

Keith Morgenheim moved to approve the minutes of the September 5, 2018 BOD meeting as written. The motion was seconded by Barbara Kincaid and passed.

**STANDING COMMITTEE REPORTS**

<b>Administration Committee</b>	John Thompson	Attachment A
<b>Curriculum Committee</b>	Joe Alfred	Attachment B
<b>Membership Committee</b>	Kay McKinney	Attachment C
<b>TREASURER'S REPORT</b>	Bryn Pavek	Attachment D

**UNFINISHED BUSINESS**

Ad Hoc Long Range Planning Committee status Bryn also summarized an example of a Draft Finding	Bryn Pavek	Attachment E
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## **NEW BUSINESS**

Kay McKinney made a motion to establish a Nominating Committee consisting of Chuck Block, Jack Sulima and Peggy Verdine. The Nominating Committee will prepare a slate of at least three candidates for the Board of Directors. The candidates will need to provide a short bio and have their picture taken prior to January 20, 2019, the closing date for information to appear in the February Newsletter. The motion was seconded by Jack Allison and passed.

John Thompson made a motion to have \$1,700 BLS for 2019. The motion was seconded by Michelle Esbenshade and passed.

John Thompson made a motion to accept the audit completed by Connie Block. The motion was seconded by Jack Allison and passed. Connie Block has done the audit for several years, but has requested that a replacement be found for future audits.

Kay and Edward McKinney represented Mary Washington ElderStudy at UMW President Troy Paino's "Celebration of Giving" Holiday Dinner for donors and supporters.

Kay McKinney will be stepping down as Secretary effective December 31, 2018.

Michelle Esbenshade requested that a date be established for spring 2019 Tour reservations. An email will go out to all members stating that Tour reservations will be accepted effective December 12, 2018. It was suggested that announcements regarding Tour reservation dates and capacity status could be shown on the classroom screen before each presentation.

Chuck Block will make announcements concerning the Nominating Committee (looking for a minimum of three candidates to run for the BOD) and vacancies for Secretary and Auditor at the Winter Luncheon.

## **ANNOUNCEMENTS**

Winter Luncheon – Tuesday, December 11, 2018 11:30 am – 2:00 pm

Next BOD Meeting – Wednesday, March 6, 2019 10:00 am – noon

Next General Membership Meeting – Wednesday, March 20, 2019 11:00 am - noon

The meeting adjourned at 11:12 am

Kay McKinney, Secretary

Date Approved

## **Admin Committee Report to the Board**

December 5, 2018

The Administration Committee met in the ES Classroom on November 28, 2018 with five (5) members present. A “Tentative Agenda” had been emailed to all Committee members on November 12 and a copy was posted on both the ElderStudy website and the classroom bulletin-board.

The **Treasurer** provided a preliminary financial report for the first quarter of the current fiscal year which did not indicate any financial issues for the first quarter of the current year. An updated report will be provided later in this meeting. The Federal Income Tax Return for the 2017-2018 year will be filed before January 15, 2019.

Under **Old Business**, the committee members were informed that the 2018 Policy & Procedures Document revision had been completed; revisions were made to Chapter F, Section G-1, and to Appendix G. There was limited discussion regarding the need to do a formal annual revision or whether “pen and ink” updates to the Appendices might be acceptable. [My review of the Policy & Procedures Document did not reveal a requirement for annual review of P & P but since Appendices E, F, and G describe operating procedures for the respective standing committees, it seems prudent that these be maintained by the separate committees as “living pen & ink operating documents” with formal P & P update only when the respective committee believes it to be required. P & P does identify a procedure for making revisions to Chapters A through G and this procedure requires announcement of changes at the Spring General Membership Meeting with completion of revisions by the beginning of the Fall Semester.] It was also reported that no Admin chair candidates had been identified as of the November 28 Meeting.

Under **New Business**, there was limited discussion regarding the findings of the Annual Audit for the period ending August 31, 2018. Discussions regarding the BLS Scholarship led to a recommendation which will be presented under the New Business Section of this Board Meeting.

Future Administration Committee Meetings are scheduled for February 17, 2019 (key item will be to initiate the 2019-2020 Budget Call) and May 29, 2019 (key item will be development of a proposed 2019-2020 Budget). Both meetings will be held in the ES Classroom.

**Update (12/5/18)**. At the time of the December Board Meeting, it was reported that the Chairman’s status had changed and that he would be able to continue as Chair until mid-June,

Respectfully, John Thompson (Committee Chair)

## Curriculum Report

December 5, 2018

Our fall 2018 semester is almost complete and your response to our programs has been more enthusiastic than ever. Our dedicated sponsors have completed the initial planning for our spring 2019 semester. We have 44 programs confirmed to date including 30 at the CLL, 7 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 fall 2018, average attendance for 26 CLL programs was 57.9 members and guests up 8.6 from fall 2017. For fall 2018 so far, we have had two programs with 111+ attendance, seven programs with 70+ attendance and six programs with 62+ attendance. Ten tours have had an average attendance of 36.8, one tour had an attendance of 75, two had 52+ and one had 44. Three book groups have had an attendance of 17+. Both play discussions have had an attendance of 69+.

Mary Washington ElderStudy has planned 1,918 programs over 52 semesters from the fall of 1993 to the spring of 2019 for an average of 36.9 programs per semester. For the last eight semesters our average number of programs per semester has been 47.1, the highest it has ever been.

Our next Curriculum Committee meeting will be Thursday 17 January 2019 at 1:00 pm in our CLL.

Merry Christmas and Happy Hanukkah to all our ElderStudy Friends,

Joe Alfred, Chair  
Curriculum Committee

**Board of Director's Meeting**  
**Membership Committee Report**

December 5, 2018

The Membership Committee met November 15, 2018. Attendance was impacted by inclement weather.

The committee determined that making early September phone calls reminding members of the renewal discount again proved beneficial. The committee also endorsed the format for General Membership meetings, working with the Curriculum Committee to offer a one hour session prior to the business meeting.

The committee will offer input to the long range planning committee at an upcoming meeting.

The committee is working on updating the support positions filled by members of this committee. As soon as this is completed, it will be posted in the classroom.

Plans are all in place for the holiday luncheon to be held December 11. We have 111 members registered to attend. Thank you to Eugenia Jones and Carolyn Sulima for coordinating this event.

The first draft of the revised Rack Card has been presented and will be discussed at the February meeting. Our goal is to have a final product by April, 2019.

We would like to thank Peggy Gratz for her many active years severing in multiple roles on our committee. Peggy remains an active ElderStudy member but is stepping aside from the positions she has held. She is a model of generosity, will and determination.

The Board of Directors is reminded that all deadlines for submitting items for the newsletter are due to Dottie Meyers on the 20<sup>th</sup> of the month prior to the release of the newsletter

Our next committee meeting will be held Thursday, February 28, from 10 am-noon.

Donna Lewis

Membership Committee Chairperson

## **Treasurer's Report 12-5-2018**

### Operations Report November:

**INCOME:** Notable this month is the donation by 2 speakers of their fees to the scholarship fund (Misc Income). The Offsite Location Library of Congress Tour brought in a net amount of \$1,431 with expenditures of \$1,365, finishing in the black with \$66 remaining.

**EXPENDITURES:** All expenditures are as expected. Note: Approximately 92 new nametags and one replacement nametag have been printed to date @ \$3.21ea. We budgeted for 109 nametags, (balance of 16 remaining in budget); so the Membership Committee may want to make a minor adjustment, as we had 49 nametags printed after Jan 1 in the prior year. (It may be less since it is not the anniversary year).

### Quarterly Balance Sheet #1:

**ASSETS:** As of Nov 30, 2018 we remain on target. The final CD will mature in Jan 2019; and as determined by the Board at the last meeting it will be rolled over for another 3 years.

**LIABILITIES:** On target as planned.

Note: Based on the Approved Budget, the projection for the balance at the end of the year, assuming grants of \$2,500 will be \$19,300.

Respectfully submitted,

Bryn Pavek, Treasurer

**Board Update on Long Range Planning Project 12-5-18**

A Committee of 9 Members has been established: Jack Allison, Judy Crissman, Randy Fennemore, Ron Gates, Chuck Johnson, Barbara Kincaid, Kay McKinney, Bryn Pavek, Chuck Watkins.

The LRP Committee met on Wed Nov 28 to review the observation reports from four of the five completed functional group meetings; the last functional Group meeting is on Dec 14. The four groups reviews were : Women's Voices/Mature Voices; Computer/Communications; Volunteer/Leadership and Logistics/Support. The last group is Administration/History.

The LRP Committee will meet again in Mid-February , 2019 after the three Open Member Meetings are completed. The first meetin was held Dec 4 and the Open Member Meetings remaining are scheduled for Tues Jan 22 @ Noon-1:30pm and Mon Feb 4 @ 10am-11:30am.

Note: Need additional Note Takers for the January and February meetings. Suggestions?

Bryn Pavek, Chair  
Ad Hoc Long Range Planning Committee