

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

Jack Allison (First Past President) called the meeting to order at 10:02 am and turned the meeting over to Chuck Block (President). Other Board Members and Standing Committee Chairs present were Kay McKinney (Secretary), Bryn Pavék (Treasurer), Jack Sulima (Vice President), Joe Alfred (BOD & Curriculum Chair), Michelle Esbenshade, Barbara Kincaid, Donna Lewis (Membership Chair), Dottie Meyers, Keith Morgenheim, John Thompson (Administration Chair) and Peggy Verdine. Michael Redding was unable to attend due to travel.

Kay McKinney moved to approve the minutes of the June 6, 2018 BOD meeting. The motion was seconded by Joe Alfred and passed.

STANDING COMMITTEE REPORTS

Administration Committee	John Thompson	Attachments A & B
Curriculum Committee	Joe Alfred	Attachment C
Membership Committee	Donna Lewis	Attachment D

TREASURER'S REPORT Bryn Pavék

Bryn Pavék discussed the 2017-2018 Operations Report # 12 and 2017-2018 Balance Sheet Report # 4. Michelle Esbenshade made a motion to approve the Reports. Donna Lewis seconded the motion and it passed. Bryn also discussed the Approved Budget for September, 1, 2018 through August 31, 2019.

UNFINISHED BUSINESS

Jack Allison announced that the new microphone has been installed by UMW IT department and is working well. Jack was also able to get a microphone stand from UMW for future presentations. UMW is still considering the installation of a second screen for the classroom.

NEW BUSINESS

Connie Block has again agreed to do the audit.

Chuck Block suggested that ElderStudy should investigate ways to enhance the relationship between UMW and Mary Washington ElderStudy.

John Thompson led a discussion of changes to the ElderStudy Policies and Procedures (see Attachment B). Donna Lewis made a motion to accept the changes to the Policies and Procedures as amended in Attachment B. The motion was seconded by Jack Sulima and passed.

There was a discussion of Bryn Pavek's suggestion to form a Strategic Planning Committee (see BOD Minutes for June 6, 2018). Donna Lewis made a motion to establish an Ad Hoc Long Range Planning Committee, consisting of nine (9) members in good standing, to examine what's working, identify challenges, look at existing and future resources and propose recommendations for further action by April 2019. The motion was seconded by Peggy Verdine and passed. Bryn Pavek agreed to chair the committee.

ANNOUNCEMENTS

GMM - Wednesday, October 17, 2018 10 am - noon

Next BOD Meeting – Wednesday, December 5, 2018 10 am – noon

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

October Newsletter closes – Thursday, September 20, 2018

The meeting adjourned at 11:18 am

Kay McKinney, Secretary

Date Approved: December 5, 2018

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 efforts to-date to identify a new Committee Chairperson have been "fruitful". This 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

Admin Committee Recommended Revision to ES Policy & Procedure Document

September 5, 2018

P&P Section F: Curriculum Committee

Page F-2: In the second line, correct spelling of the word ElderStudy

Page F-3: Re Session Sponsors, change fourth bullet to read: Obtaining the presenter's phone number(s), email address, mailing address, honorarium or donation information, and whether the presenter will be using the internet when presenting at the CLL.

Page F-4 and following: Communicating Schedule Changes: delete references to the "telephone committee person" and delete references to using the ES telephone number to post voice-mail regarding program schedule changes.

P&P Section G: Membership Committee

On page G-1: Paragraph 3.a.ii: insert the term "full-time" following the text "UMW"

Submitted by John Thompson, Committee Chair

Curriculum Committee Report

5 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 61 programs for spring 2019 including 13 tours, 5 book groups and 2 play discussions. We have 26 programs confirmed to date. 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 35 CLL programs was 50.5 members and guests up 1.1 from spring 2017. For fall 2018 so far we have had two programs with 70+ attendance and an average of 6 for three programs.

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.

I enjoy my work with our enthusiastic sponsors on the Curriculum Committee. You too can get involved and volunteer your time to assist Mary Washington ElderStudy focus on its mission of providing lifelong learning. Our next Curriculum Committee is scheduled for 20 September at 1:00 pm. This will be our second session to plan for the spring 2019 semester.

We send one really huge ElderStudy thank you to our retiring Curriculum Committee sponsor Peggy Johnson. She has been involved with our Curriculum Committee for 25 years. We will miss you Peggy and we wish you well.

Respectfully submitted,

Joe Alfred, Chair
Curriculum Committee

Membership Committee Report BOD Meeting

Attachment D

September 5, 2018

The Membership Committee met August 29, 2018. Our membership continues to be robust as we are nearing the 300 mark. Bryn Pavek and Alan Zirkle will coordinate their efforts to compose a list of all members and non-renewals by September 4. Members of our committee will call each non-renewed member to encourage them to renew by the September 9 discount deadline. Any member not renewing by September 20 will be dropped from the roster.

The deadline for submitting entries for the October newsletter to Dottie Meyers is **September 20**. Dottie is looking for a co-editor to assist her in the newsletter activities, especially during the preparation and distribution of February's newsletter when she will be out of town for an extended period of time. We will advertise this position in the upcoming newsletter.

The General Membership Meeting is scheduled for October 17, 2018. Following last year's format, in coordination with the Curriculum Committee, we will have refreshments beginning at 9:30 am. Dr. Wayland Marks will deliver a one hour session followed by the General Membership Meeting.

Our Holiday Luncheon will be held on December 11, from 11:30-2 pm in University Hall in the North Building of UMW Stafford campus. Sodexo will again cater our meal. We are making menu selections and setting the price per person. The luncheon reservation form will be attached to the October newsletter. (A \$500 fee will be assessed by the University for the use of this room.) While had hoped to return to Belmont, our growing membership necessitates a larger space.

After lengthy discussion regarding the qualifications for honorary (no fee) memberships, and with the input of the Administrative Committee, it was decided to leave the wording as it appears in both the P and P and on the registration form to avoid conflict with our bylaws. It is our understanding that the original intent was to grant these memberships to retired fulltime teaching faculty, but the bylaws do not specify such wording. (A-3, BYLAWS 1.d) We will continue to work with the UMW to identify retirees.

Other business included discussions regarding a redesign of our rack cards, division of committee responsibilities, and ideas to consider for the future. Special acknowledgement was given to Alan Zirkle for the map he developed to show membership clusters. We thanked Susanne Lazanov for her past efforts with New Member Packets and welcomed Leila Davis who is now serving in that roll. We appreciate Peggy Gratz for her work in sending special notes to members in need. Susanne Lazanov will now assist in that position. Our next committee meeting will be November 15, 2018, from 10am-noon.

Donna Lewis, Membership Committee Chairperson