

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW STAFFORD CAMPUS, SOUTH BUILDING, ROOM 210
DECEMBER 6, 2017**

Jack Allison (President) called the meeting to order at 10:00 a.m. Other Board members and Standing Committee Chairs present were Joan Bitely (Vice President), Kay McKinney (Secretary), Bryn Pavek (Treasurer), Joe Alfred, Chuck Block, Michelle Esbenshade, Chuck Johnson (BOD & Curriculum Chair), Dottie Meyers, Jack Sulima, John Thompson (BOD & Administration Chair) Peggy Verdine. Donna Lewis (Membership Chair) was unable to attend due to travel.

Michelle Esbenshade made a motion to approve the minutes of the September 6, 2017 BOD meeting as amended. The motion was seconded by Peggy Verdine and passed.

STANDING COMMITTEE REPORTS

Administration Committee – John Thompson	Attachment A
Curriculum Committee – Chuck Johnson & Joe Alfred	Attachment B
Membership Committee – Jack Sulima	Attachment C

TREASURER’S REPORT – Bryn Pavek

The Board was presented with the 2017-2018 Quarterly Report #1, showing all funds received and expended from September 1, 2017-November 30, 2017; and the 2017-2018 Operations Report #3 showing the November budget activity. Approved reports will be forwarded to the UMW liaison in accordance with the MOU for ElderStudy. The two reports may be seen on the ElderStudy website. Respectfully submitted, Bryn Pavek

Kay McKinney made a motion to accept Operations Report #3 and the Quarterly Report #1. The motion was seconded by Joan Bitely and passed.

OLD BUSINESS

The reconfiguration of the CLL to provide additional seating appears to be working well with no adverse feedback from ElderStudy participants.

While ElderStudy's current needs are being met with the single screen and projector, Jack Allison plans to work with the UMW's new Operations Manager regarding the potential addition of a second screen and projector for the CLL.

NEW BUSINESS

The Nominating Committee (Jack Allison, Joan Bitely & Chuck Johnson) will forward the slate of candidates for Directors to Dottie Meyers by January 25, 2018. Candidate biographies will appear in the February Newsletter.

The Bachelor of Liberal Studies Scholarship will be increased for this year, from \$1,250 to \$2,500 in honor of ElderStudy's 25th Anniversary. The BOD agreed with Chuck Block's recommendation that the \$2,500 should be awarded to multiple students, with no single recipient receiving more than \$1,250.

There was a discussion regarding document retention and whether documents that are archived on the ElderStudy website also need to be maintained as a hard copy. Any changes would need to conform to Policies and Procedures. The BOD area of the existing file cabinet is at capacity. John Thompson's generous offer to donate a file cabinet was accepted.

There was also a discussion of Newsletter frequency and content. Any changes to Newsletter frequency would require changes to the Policies and Procedures.

ANNOUNCEMENTS

Next Board Meeting March 7, 2018 10:00 a.m. – 12:00 p.m.

General Membership Meeting March 21, 2018 11:00 a.m. – 12:30 p.m.

The meeting adjourned at 11:15 a.m.

Kay McKinney, Secretary

Date Approved _____

Administration Committee Report to the Board

December 6, 2017

The Committee met on November 29 with 8 members present.

Bryn Pavek, the ES Treasurer, provided preliminary financial reports for the First Quarter 2017-2018; the reports included a Quarterly Operations Report and a Balance Sheet Report. No issues or concerns were noted by the committee members present; updated reports will be provided at the December Board Meeting. The Treasurer also reported that the Federal Income Tax Return for the 2016-2017 had been submitted to the IRS.

Under Old Business, the Chairman reported that the 2017 update of the Policy & Procedures Document had been completed in October. It was also reported that the Board-assigned action to update the Classroom Key List had been completed with the exception of D. Lewis signing the log-sheet.

Under New Business, it was reported that Connie Block had completed the Annual Audit for 2016-2017; no deficiencies or omissions were identified by the audit. The committee discussed the funding for the Annual BLS Scholarship; based on these discussions, the Committee recommends that ElderStudy make a one-time donation of \$2500 (rather than the budgeted \$1250) in recognition of the 25th Anniversary of our successful Learning In Retirement Program. The Board is encouraged to approve the Committee's recommendation. The Chairman has received multiple inquiries regarding the limited availability of filing space in the ES office; the chairman has excess filing cabinets available (totaling 4 drawers equipped with hanging folders) which he is willing to donate. The last topic mentioned under New Business was to initiate a search for a new Committee Chairperson when John retires later this year; the individual needs to be nominated at the June Board Meeting for Board approval.

**BOARD OF DIRECTORS MEETING
DECEMBER 6, 2017
CURRICULUM COMMITTEE INPUT**

Another semester is about to come to a close. It has been a semester with great programs and strong attendance. We still have an afternoon session today, our luncheon tomorrow and a book group session next week. It appears our honorarium/donations fees for fall 2017 were approximately \$3200, so we are under our budget forecast for the 2017 – 2018 time frame.

The spring 2018 schedule has been published and will be put into the ElderStudy Curriculum website once the fall schedule is completed. It has been sent out in hard copy via mail.

Our next Curriculum Committee meeting is scheduled for January 18, 2018 at 1:00 pm. This will be the initial planning session for the fall 2018 schedule.

Chuck Johnson, Chairperson
Curriculum Committee

Membership Committee Meeting Report

The Membership Committee met November 29, 2017. The meeting was chaired by Jack Sulima. Jack thanked committee members for making phone calls to members to remind them of the early renewal rate. We currently have 288 members.

Positive feedback was received regarding the structure of the fall General Membership Meeting. In conjunction with the Curriculum Committee, providing a one hour session prior to the meeting was deemed a success. We will repeat this structure for the spring meeting.

The Membership Committee reviewed plans for the 25th Anniversary. It was agreed that a paper file documenting all plans should be maintained in the filing cabinet. Since the Holiday Luncheon will occur after this meeting we will evaluate that experience at our next meeting.

Note: Special thanks to Carolyn Sulima for arranging the Stafford Regional Handbell Society to provide entertainment at the luncheon since our other group had to cancel.

25 Anniversary Plans To date

We have:

Dedicated the US flag to our classroom at the fall General Membership Meeting

Received a Proclamation from the Governor to be presented at the March General Membership Meeting

Requested a congratulatory message from Dr. Paino (UMW)

Requested to have an article written by the Free Lance Star (TBD)

Assembled a celebratory slide show (thanks to Joe Alfred). Version 1 will be running during the Holiday Luncheon social time. Version 2 will be narrated by Joe Alfred at the Spring Luncheon.

Interviewed/videotaped active charter member Peggy Johnson to be included with the slide show.

Arranged to move the Holiday Luncheon to Gari Melcher's Pavilion

Purchased a large cake to celebrate our anniversary (to be served at the luncheon).

We will have a few additional activities at the Spring Luncheon to conclude our celebration. Michelle Esbenshade will work with Peggy Johnson to identify and contact all charter members to invite them to the Spring luncheon. In lieu of musical entertainment, Joe Alfred will present a history of our organization using a slide show. Other plans will be finalized at our February meeting. We are open to any other suggestions.

Important Dates:

All items for inclusion in the February 2018 newsletter should be submitted to Dottie Meyers by January 20.

Our next meeting will be February 28, 2018.

The Spring Luncheon will be May 24, 2018.

Respectfully submitted,

Donna Lewis, Membership Committee Chairperson

DRAFT