

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS MEETING (BOD)  
UMW STAFFORD CAMPUS, SOUTH BUILDING  
ROOM 210 (SC201S - LIFE LONG LEARNING CENTER)  
December 7, 2016**

The Mary Washington ElderStudy (ES) Board of Directors Meeting was held in the UMW Stafford Campus South Building, Room 210, on December 7, 2016. There were 10 people in attendance. Vice President Jack Allison called the meeting to order in the absence of President Mel Wright, at 10:08 a.m. Jack welcomed attendees, guests and new members.

Chuck Watkins approved the minutes of the September 13<sup>th</sup> Board Meeting and John Thompson seconded the motion.

### **STANDING COMMITTEE REPORTS**

#### Administration Committee (AC), Barbara Barrett's

The following is a summary of that report.

- Treasurer John Thompson presented the preliminary Operations and Balance Sheet Reports covering finances for the September 1-November 29, 2016 period. Income is slightly higher than expected and expenses are on track for the period covered.
- Connie Block completed the 2015-2016 audit two months ago. She found “no errors, inconsistencies or exceptions...”
- New business, the Committee addressed increasing the amount of the Bachelor of Liberal Studies (BLS) Scholarship for the 2017-2018 academic year from \$1,000 to \$1,200.
- The purchase of a wireless microphone for use by sponsors to introduce speakers and by members to pose questions to the speakers. Jack Allison purchased an inexpensive, effective, handheld microphone and it was successfully tested at the meeting. Dennis Van Derlaske, Alan Zirkle and other members consulted on this purchase.

#### Curriculum Committee (CC), Chuck Johnson.

- Chuck brought up the subject that some programs were lasting less than two hours, and that the presenter be aware that the shorter program be advertised that way.
- Also, we need to make sure that the program date, time and program information is correct on the database.
- What to do if the presenter doesn't show up, possibly a backup plan.

Membership Committee (MC), Jack Sulima.

December newsletter has gone out to members, next newsletter will be the 1<sup>st</sup> week of February. Any articles will be need to be sent to Dot Meyers be mid-January. Extra copies of the newsletter were given to Susanne Lazanov for inclusion in new membership packettes.

- Membership totals through November 2016 are 266 members which includes 11 faculty (no fee). Membership totals through all of last year was 273.
- Spotswood Baptist Church will be our new location for the Spring Potluck on May 16<sup>th</sup>, 2017. We will have to prepare the room on the same day as the luncheon and the tables are round instead of rectangular. We will need new tablecloths.

**TREASURER'S REPORT**

- Operations Report #3 from September 3-November 30, 2016, had little change to it.
- As of December 1<sup>st</sup>, no half-year memberships were received.
- LOW Holiday Luncheon, revenue was a little higher due to member paying on the day of luncheon.
- Jack Allison, our new President, is not currently able to sign checks for ElderStudy. He will be added before the next semester.
- A questions was brought up about the grants that ElderStudy gives to UMW, the amounts is determined in May based on what is left in the budget
- Our new Treasurer, Bryn Pavek will be in place on January 1<sup>st</sup>, 2017.

**OLD BUSINESS:** LLC occupancy limits, nothing new on this, still 47. Jack Allison has agreed to write letter to UMW for assistance in resolving this issue. We will have this added to next the Board meeting for future monitoring on this problem.

**NEW BUSINESS:**

- Action on the Bachelor of Liberal Studies (BLS) Scholarship, to increase amount from \$1,000 to \$1,200. Approved by the BOD.
- Vice President Recommendation, Joan Bitely was nominated and approved by the BOD.
- Connie Blocks audit report for 2015-2016, was also approved by the BOD.
- On October 4<sup>th</sup>, the Lifelong Learning Institute survey as approved by the BOD.
- Dottie Meyers joins the Board as a new member, completing Mel Wrights term (August 2017). Mel Wright has resigned as President with Jack Allison moving from Vice-President to President.
- John Thompson mentioned the Classroom Contingency line item of \$4,958.93 which was approved by the Board to be carried forward.

- Microphone purchase with storage case, was approved by the BOD.

**OPEN FORUM:**

- Discussion by Chuck Johnson on how to get more members to come to the General Membership Meetings. Ideas included having a short program from 10-12 and then the meeting? Also, maybe more food. These ideas will go back to the Curriculum Committee,

Adjournment: 11:30 a.m.

Peggy A Verdine, Secretary

Date Approves: