

DRAFT

**MARY WASHINGTON ELDERSTUDY BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW Stafford Campus, South Building 210 (SC210S)
September 13, 2016**

The Mary Washington ElderStudy (ES) Board of Directors quarterly meeting was held at the UMW Stafford Campus on September 13, 2016. President Mel Wright called the meeting to order at 10:00 a.m. Board members present: Jack Allison (Vice President), John Thompson (Treasurer), Joan Bitely, Chuck Block, Peggy Gratz, Chuck Johnson, Donna Lewis, and Jack Sulima. Board member absent: Peggy Verdine (Secretary). Others present: Barbara Barrett (Administration Chair), Charlie and Randy (acting Secretary) Fennemore, Greg Gagnon, Bryn Pavek.

John asked that the June 2016 Board Minutes be corrected by deleting the word "Temporary" from the 1st paragraph under New Business. He moved to accept the minutes as amended. Chuck W. seconded. Minutes approved unanimously.

STANDING COMMITTEE REPORTS

Membership Committee (MC) Donna, Chair, reported that the MC had worked on the Appendix G to the Policy and Procedures Manual (P&PM). A new location for the ES Spring Luncheon is being sought. Temporary name tags are being sent to new members with the Welcome Package and once received, they will be notified when the permanent name tags are available in the ES office in SC210S. Appendix G has an opportunity/comment form for new members and they will be encouraged to use. The deadline for getting information in for the October ES Newsletter is September 26th. Preparations for the General Membership Meeting October 19th are good. MC Rack Cards are being updated. The new UMW Contact Person is Kevin Caffrey. Kevin has been invited to the December luncheon and it was agreed to invite his wife also. Peggy G. announced that the new fee for lunch on the UMW main campus is now \$7.65 and there is a faculty dining room on the 3rd floor that ES members can use.

Curriculum Committee (CC) Chuck J., Chair, thanked Alan Zirkle and Joe Alfred for making the Fall Schedule available for members. For spring semester, 25 of the 40 desired programs are set. Next CC meeting will be September 15th.

Administration Committee (AC) Barbara, Chair, announced that the financial reports submitted to the AC by the treasurer were approved. The P&PM had 6 pages of updates along with a few pages to Appendix G. It was agreed that only the updated pages would be reprinted. It was the committee recommendation that Connie and Chuck Block be appointed to conduct the annual audit. A letter of thanks should be written to Wendell Anderson who has conducted the audit for the past several years. The funds for the supplies, estimated at \$100, needed for the new White Board recently installed in SC210S should come from the Communications line item in the Budget.

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Treasurer's Report (TR) John, Treasurer, presented copies of the 2015-2016 Quarterly Balance Sheet Report #4 and Operations Report #12 to the Board. Chuck W. moved for approval. Chuck J. seconded. Approval was unanimous. John informed the Board that the ES checking account had been hacked over the Labor Day weekend. The bank notified him and Chuck W. via email about an electronic withdrawal. John met with bank officials and the funds were restored. Signature cards for the account need to be signed by all the persons on the account at the same time to avoid other issues. The number of paying memberships cover the budget for 2016-2017. There are 222 paying memberships and 9 retired faculty memberships. 2015-2016 total membership was over 270. The historical high was over 280.

UNFINISHED BUSINESS

1. There are 2 candidates for treasurer, Dottie Meyers and Bryn Pavek. John has met with Bryn but not Dottie. Once he meets with Dottie, he will make his comments to the officers of the Board. John plans to retire in early January 2017. Mel suggested that the Board vote by email regarding the two candidates rather than waiting till the December meeting. Bryn, who was in attendance, introduced herself to the Board.
2. The occupancy limit for SC210S still has not be reset. John had emailed Rob Johnson regarding the determination but he has been on vacation and has not gotten back with John. The new UMW contact will be advised of the situation.
3. P&PM updates were discussed regarding wether to do a full replacement or only print the pages changed. Donna made the motion to accept the changes and to reprint only the pages changed except for Appendix G which will be a full replacement. Chuck W. seconded. Motion carried unanimously.

NEW BUSINESS

1. Donna announced that the December Luncheon form will be in the October Newsletter.
2. As recommended by the AC the motion was made that the opportunity to do the Annual Audit be given to Connie and Chuck Block and the Board Secretary was instructed to send a thank you letter to Wendall Anderson for his years of service as the ES auditor. Chuck J. moved to accept and Joan B. seconded. Motion was approved unanimously.

Next Board Meeting will be December 7, 2016 at 10 a.m.

Mel adjourned the meeting at 11:00 a.m.

Randy Fennemore, Acting Secretary

Date Approved: