

<p>Adventures In Lifelong Learning</p>	<p><i>MARY WASHINGTON</i></p> <p><i>ELDERSTUDY</i></p>
<p>est. 1993</p>	<p>Affiliated with UMW and the Elderhostel Institute Network</p>

April 2011

MESSAGE FROM THE PRESIDENT

With the end of our academic year rapidly approaching, I would note that the August newsletter will be very important to you if you plan to continue your ElderStudy membership. Enclosed with the next (August) newsletter will be your renewal registration form for the 2011-2012 Organizational Year (September 1st thru August 31st). **You will only receive one copy of the renewal registration form.** Please take time to rejoin ElderStudy during the month of August.

The Board of Directors has decided that any classes in larger venues (excluding Chandler 102) that are noted on your schedule, as OPEN TO NON MEMBERS will be based on a recommendation by the program sponsor and a decision by the members of the Curriculum Committee as voted on by Committee members. Play discussion programs held in the Klein Theatre are open to all guests that may be attending the play with you with no limit, other venues may require limiting the number of guests. Be sure to check the schedule. In any event, members in all situations have priority for seats.

Would you like to take over creating and publishing the ElderStudy newsletter? This responsibility includes creating all of the informative articles with the exception of the President's message and Committee reports (when provided), typing and proofing the entire newsletter, putting the articles together in an acceptable format which minimizes the cost of reproduction, maintaining an accurate mailing list, and getting the finished product, mailing list, and specific instructions to the printer. Also included is preparation of the various flyers and forms that are included with the newsletter such as a flyer for the End of Year Potluck and the fall social as well as membership renewal application forms in the August newsletter. A good working knowledge of the entire organization can be very beneficial. The newsletter is a Membership Committee responsibility. Your first opportunity will be the October newsletter!

As reviewed in the February newsletter, we are still working on the parking situation in College Heights.

Our Bachelor of Liberal Studies (BLS) scholarship funds have been forwarded to the University for the 2011-2012 academic year.

Thank you to the people who agreed to run for a position on the Board of Directors. As you know, this is an all-volunteer organization. Do what you can: Join a Committee, run for the Board, help with a social event, sponsor a class, or..... It is your organization. Bring your ideas and your helping hands.

I look forward to seeing you at the Potluck in May. Everyone is invited to share good food and good company.

Carole Hanus

ADMINISTRATION COMMITTEE

The Committee's review of the *Procedures Manual* is ongoing with only minor changes to date. As requested at the March 4th meeting of the Board of Directors, any comments or changes should be forwarded to the Administration Committee no later than April 15th. The revised *Procedures Manual* should be available in printed form and on our website by the end of July.

The Committee discussed development of the FY 2011 – 2012 budget. To meet the schedule as outlined in the *Procedures Manual*, inputs from the Board of Directors and each standing Committee Chairperson should be provided in writing by April 15th. In addition, every member should feel free to provide input to the proposed budget. All member submissions should also be forwarded in writing by April 15th. All inputs will be consolidated and a review by the Administration Committee will be completed by May 31st. As noted above, the proposed budget will be presented to the Board of Directors at their June meeting.

For review by the membership, a monthly financial summary prepared by the Treasurer (John Thompson) is posted on the bulletin board in Chandler 102.

The Administration Committee will meet in Chandler 102 on Wednesday, June 1st. Interested members are welcome to attend all meetings.

Questions: Bob Hanus, Chairperson

MEMBERSHIP COMMITTEE

As Committee Chairperson, I am pleased to note that all of the Committee's work is up to date without my presence at the Committee's February 15th meeting. We currently have 247 members - 53 new this year!

This year's End of Year potluck social will be held at the First Christian Church on May 18th. Rose Marie Schlemm will take reservations and Bill Wemmerus has arranged for entertainment. The flyer for this event is included with this newsletter.

For your longer range planning, the Winter Luncheon will be held at Lake of the Woods on December 1st. Eugenia Jones has agreed to coordinate the event and Rose Marie Schlemm will again handle reservations

Our next committee meeting is scheduled for April 28th. Come and help us finalize plans for the potluck and begin planning for the fall semester.

Questions: Carole Hanus, Chairperson

ANNUAL ELECTIONS

The Board of Directors, on behalf of the membership, would like to thank the eight members that accepted nominations to run for the three positions on the Board of Directors. Newly elected members of the Board of Directors serve for three fiscal years starting on September 1st (in alphabetical order) are Dorothy Bourdon, Mary Ann Stana, and Bill Toomey. The Board would also like to take this opportunity to thank all of the members that voted for the candidates of their choice.

This was the second time that we sent out the election materials electronically, in accordance with the procedures in the *Procedures Manual*, to members with e-mail and regular mail for those who do not. This procedure saves approximately \$150 in reproduction and mailing costs – in addition to the time needed to fold the election materials and stuff, seal and stamp 183 envelopes. Thank you for your understanding, support, and cooperation.

Questions: Board of Directors

TELEPHONE ANSWERING SERVICE

Members of the local community who might have questions about the ElderStudy program at the University of Mary Washington or who would like additional information about the program can call the ElderStudy answering service at (540) 654-1769 (select Option 1) and leave a message. A member of the Membership Committee checks the service at least weekly and calls are returned or redirected to the appropriate ElderStudy Committee or Officer.

Questions: Dottie Bourdon

BULLETIN BOARD

ElderStudy maintains a bulletin board in Chandler 102 (our primary classroom) for the purpose of keeping the membership informed. Information, including the class schedule,

is updated as required. Brochures, Opportunity Sheets, and a copy of the *Procedures Manual* are also available.

Questions: Nancy Snyder

ELDERSTUDY RELATED COMMUNITY INFORMATION

For the convenience and protection of its members, ElderStudy has a policy that the membership list, newsletter and e-mail list be used for only the conduct of official business.

We occasionally get requests from outside organizations asking that we publicize events they are sponsoring. Examples are UMW professors holding special functions open to the public or National Park Service special one-time tours and events. In addition, many members wish to be notified of the occasional passing of one of their fellow colleagues or UMW faculty.

To accommodate these special cases, a separate e-mail list is maintained. You must request that you be added to the list by e-mailing Stew Engel at stew@infionline.net with "**ES Xtra Info**" as the Subject. You may request removal at any time.

Questions: Stew Engel

DISPOSITION OF EXCESS FUNDS

Each year (March and June) the Administration Committee reviews the financial balance to determine the amount of excess funding, if any, which may be available at the end of the current ElderStudy organizational year. This review is based on adhering to the approved current year budget and a minimum Certificate of Deposit financial reserve of \$15,000 to ensure solvency and to provide a financial buffer for approximately one year's operating expenses. In addition, a smaller reserve is retained in the checking account to cover any unexpected shortfalls in the budget during the next organizational year.

If there are unspent funds in excess of budget needs at the end of the fiscal year, these funds may be used for discounted renewal membership fees and grants to those departments of the University of Mary Washington whose professors have assisted with programs during the year. This approach can serve as an incentive to rejoin the following year and helps control the amount of funds retained in the ElderStudy checking account.

However, as with everything else, the cost of maintaining a quality and balanced program has also continued to rise. The bottom line is that as we move forward, we want to continue to provide approximately 80 quality programs for a very minimal annual fee to the membership.

Questions: Bob Hanus

REJOIN ELDERSTUDY IN AUGUST FOR THE 2011-2012 ACADEMIC YEAR

Enclosed with the next (August) newsletter will be your registration form for the 2011-2012 Organizational Year. **This will be the only copy of the registration form that you will receive. Please take time to rejoin ElderStudy during the month of August.**

To reduce reproduction/ mailing expenses, Opportunity Sheets are available in the document holder next to our bulletin board in Chandler 102. Your "Opportunity Sheet" is important because the program would not exist without ideas and volunteers. Remember, ElderStudy is a program designed by and run by the members – all volunteers. Your contribution is important and needed.

Be part of Our 20th Year of Lifelong Learning

PLEASE NOTE: The ElderStudy fiscal year is September 1st through August 31st. If you are going to continue with the ElderStudy program, please rejoin in August. If you do not rejoin by mid September, the August newsletter will be your last mailing.

Questions: Carole Hanus

OUR MAJOR EXPENSE – HONORARIA

The program or curriculum is the most important aspect of the entire organization. Each semester, the Curriculum Committee identifies and develops approximately 40 two-hour educational programs covering a wide variety of subjects for presentation and other educational opportunities. As a token of our appreciation, most speakers are given an honorarium. Current Honoraria/monetary limits as established by the Board of Directors are:

- \$100 for each local speaker who is not a member of ElderStudy (two speakers for the same lecture split \$150)
- \$150 for each out-of-town speaker (the additional amount covers the additional travel time/mileage)
- At the discretion of the committee, a meal may be added for out-of-town speakers.
- ElderStudy members and non-ElderStudy members may be reimbursed up to \$75 for their program presentations to cover the actual cost of visual aids and handouts.
- There is no honorarium for ElderStudy members or for persons whose paid job is primarily public outreach. (see note below)
- \$225 maximum for each program
- In rare and exceptional cases, a higher fee may be offered to a special speaker at the discretion of the Board of Directors.

***Note:** The Curriculum Committee may elect to keep track of those speakers whose job is public outreach (Park Service/Alzheimer/Mary Washington Hospital/etc) and either during the semester or at the end of the current semester/academic year, make a donation in the amount of the normal speaker fee directly to those organizations that the speakers represented. This would avoid any conflict of interest on the part of the speakers. As long as the Committee stays within the approved budget, Board approval would not be required. Conversely, going over budget to donate funds would require Board pre-approval.*

Additional information can be found in the ***Procedures Manual***.

Questions: Bob Hanus

ADMINISTRATION COMMITTEE RESPONSIBILITIES

The responsibilities and duties of the Administration Committee as summarized here are stated in the ***Memorandum of Understanding*** and the ElderStudy ***Constitution and Bylaws***.

- Develop for the Board policies and plans for operating the ElderStudy organization
- Periodically review the ElderStudy governing documents and recommend any needed changes to the Board of Directors
- In conjunction with the other committees, update the contents of the ***Procedures Manual*** and obtain the approval of the Board of Directors
- Monitor finances and project future needs, propose an annual budget, and recommend annual fees
- Maintain an official file of all pertinent information about ElderStudy and update the history of the ElderStudy program.

Since the Treasurer is a member of the Administrative Committee, the responsibilities and duties of that position as summarized here are stated in the ***Memorandum of Understanding*** and the ElderStudy ***Constitution and Bylaws***.

- Be a member of the Administration Committee
- Keep a detailed account of all monies received and expended
- Receive, collect, deposit, and disburse all organization funds
- Pay bills and sign checks. (The President or Vice President shall sign checks for reimbursement of the Treasurer's organizational expenses.)
- Report on organization funds
- Participate in the preparation of the annual budget
- Present books for audit annually

Questions: Bob Hanus

THE CORNERSTONE OF ELDERSTUDY

ElderStudy membership means more than just attending the classes of your choice. Membership means active participation. Active participation means not only attending sessions, but serving on committees as well. Being an involved member is important to assure a wide variety of interesting classes and achieving a smooth functioning organization. By serving on various committees you can help develop the curriculum, assist with administrative tasks, help with membership responsibilities or plan social events. *Active participation is the cornerstone of our "all volunteer" program.*

Questions: Carole Hanus

*My wife sat down next to me as I was flipping channels.
She asked, "What's on TV?"
I said, "Dust."
And then the fight started...*

BOOK GROUP SELECTIONS FOR TO BE CHOSEN

Book Group selections for the next Academic Year (2011-2012) will be made at the April 14th Book Group session. Attendees will be selecting titles from those that have been suggested and are posted on the website. Remember – all ElderStudy members are welcome at Book Group sessions – but you must be present on April 14th to vote.

Questions: Roger Bourdon

ADVENTURES IN LIFELONG LEARNING

Learn, Travel, and Enjoy with not-for-profit ROAD SCHOLAR! Discover more than 8,000 learning adventures in all 50 states and more than 90 countries abroad. ROAD SCHOLAR offers in-depth and behind-the-scenes learning experiences for almost every interest and ability. History, culture, nature, music, outdoor activities such as walking and biking, individual skills, crafts, study cruises: Enjoy these and many more with the not-for-profit leader in educational travel. For more information contact ROAD SCHOLAR at www.road scholar.org

Completing 19 Years of Lifelong Learning

Potluck Luncheon, Wednesday, May 18th

Sign up now!

REMEMBRANCES

Please notify Kay Pearce or a member of the Board of Directors if you become aware that one of our colleagues is ill, in the hospital, or loses a family member.

The Ten Commandments

The real reason that we can't have the Ten Commandments posted in a courthouse is this: You cannot post "Thou Shalt Not Steal", "Thou Shalt Not Commit Adultery", and "Thou Shall Not Lie" in a building full of lawyers, judges and politicians .. It creates a hostile work environment.

This newsletter is published by the Membership Committee (Carole Hanus - Chairperson) for the members of the University of Mary Washington Lifelong Learning Institute, Fredericksburg, Virginia. For additional information, visit our website at www.ElderStudy.com or contact our voice mail at (540) 654-1769.