

## MEMBERSHIP COMMITTEE MINUTES

The ElderStudy Membership committee met on Tuesday, August 28, 2012 at 1:30 at Wegmans. Ten members were present. Agenda was set in order of which tasks had to completed first.

### **New Member Packets:**

Sherrill Bartholomew said she has sent out 23 new member packets this month. Materials included in her packet are: cover letter, current newsletter, map of the campus, current schedule, list of membership benefits and general information, opportunity sheet, list of current officers, board, and chairs, parking for programs, campus access for people with disabilities, and temporary nametags. The committee asked her to not send the list of officers, board and chairs until it is updated. The Chair will deal with this update. This committee also asked her to include a copy of Alan Zirkle's curriculum meeting email discussing the problem of seating space in the classroom.

Sherrill has been calling the ElderStudy members that do not have email to tell them of any changes throughout the year. This committee has asked her to continue in this roll. That means, of the 23 new packets she sent out, if any are to members that do not email, she is to call them and discuss the seating space complexity.

### **Membership Roster:**

Chuck Johnson said he receives information on members from the Treasurer. Chuck then makes an excel file with a roster and a mailing list. This list is transferred to the October newsletter via the editor, Dot Meyers. The newsletter then goes to all members. Chuck continually updates the roster. This committee suggests that the newsletter incorporate the list of new member names on a regular basis.

### **Nametags:**

Miriam Geraud, who could not be at the meeting, sent the following email on her duties. In August, she ordered 15 new nametags from the Ryder Engraving Co. in Ohio. As soon as she receives them, she will then send them to the new members.

### **Website:**

Chuck Watkins reported that Alan Zirkle inputs the curriculum information on the site, which is about 50% of the website. All other information maintained on the website is handled by him with Anne McGrath as a backup. Currently, he is obtaining photos of officers and board members to put on the website. In addition, as Web master, he receives the ElderStudy email, which he answers promptly, or routes to an appropriate expert. Discussion of the email [info@eldertudy.com](mailto:info@eldertudy.com) ensued; Chuck and Anne are continuing to work on this issue and the domain name transfer.

### **Telephone answering service for ElderStudy:**

Pat Parkinson mentioned she and her husband would be traveling in September and would need someone to cover the phone for requests. Millie Goodrich said she would check the answering service number (540-654-1769) while they were gone.

**General Membership Meeting:** Millie Goodrich said she has it under control.

**Social Events:**

Eugenia Jones mentioned her team has completed arrangements for the Winter Luncheon at Lake of the Woods Clubhouse. On December 6. More information about this event will be in the October newsletter. A short discussion ensued about the 20<sup>th</sup> anniversary celebration of Elder study, which Anne indicated the Board is heading up. Eugenia said she would maintain the bulletin board while Suzanne is on vacation the last two weeks of September

**Newsletter:**

Dot Meyer explained that the newsletter in October would include proposals or issues by the Board for the General Membership meeting in October. general program information, the membership roster, and the registration form and information on the annual fall social. The articles for the October newsletter need to be turned into Dot by September 15, so she can get the newsletters in the mail to members by October 4, 2012. Dot will compose a "box" for the newsletter, listing the editor's name and the contact information, ElderStudy mailing address, phone number and email address and website, Dot deserves much credit for the excellence of the August newsletter and for her diligence with this complex task.

**Announcements:**

Suzanne Willis announced that Peggy Gratz would remain on the membership committee. Kay Pierce has resigned, so we will need a member to replace her. Kay sent condolences and get -well cards to members. Suzanne said she would send cards to Betty Blaisedell & Margaret Rose for now.. (Added to these minutes later, Peggy Gratz said she would be willing to replace Kay Pierce.) Thank you Kay for a job well done.

Anne McGrath broached the subject; do we need new Elder study brochures? After discussion by the group, Anne will have 200 copies printed of the revised edition that she and Alan prepared. The brochures will then be put in branches of the Central Rappahannock Regional Library system and other places.

The committee decided that the dates for committee to meet in 2013 would be on Tuesday, February 26, 2013 and Tuesday, May 7, 2013. The chair will clear said dates with the curriculum committee chair. The next meeting of the membership committee is November 6, 2012.

The meeting closed with a thank you to Stew Engel for chairing the committee and for still working on the revisions of the procedures for Elder study.

Respectively submitted,  
Suzanne Willis