

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
QUARTERLY MEETING, WOODARD HALL  
September 5, 2012**

The Mary Washington ElderStudy Board of Directors' quarterly meeting was held in Woodard Hall on September 5, 2012. President Phil Hall called the meeting to order at 10 a.m. All other Board members were present: Mary Ann Stana (Vice President), Barbara Barrett (Secretary), John Thompson (Treasurer and Administration Committee Chair), Eugenia Jones, Bill Toomey, Larry Turner, Dennis Van Derlaske, Chuck Watkins and Bill Wemmerus. Also attending were Alan Zirkle (Curriculum Committee Chair), Suzanne Willis (Membership Committee Chair), Dot Meyers (Newsletter Chair), Anne McGrath and Margareta Williamson (the latter two members of the Administration Committee).

Phil welcomed the new Board members and new Membership Committee Chair.

Draft minutes are distributed to the Board and Committee Chairs shortly after each meeting, so they will no longer be read at the next meeting. Barbara read two corrections John made to the May 31, 2012 Board meeting minutes. John moved to approve the minutes as corrected. The motion passed. Barbara will submit the corrected minutes for posting on the website.

#### **STANDING COMMITTEE REPORTS**

##### Administration Committee (report attached)

John reported that the Administration Committee met August 29, at which time the preliminary Treasurer's report was presented and approved. Under Old Business, the Administration Subcommittee described the status of proposed revisions to the *Procedures Manual*. The Committee approved presenting the proposed changes to the Board on September 5, 2012.

Under New Business, two matters were discussed. (1) The annual financial audit must be received by the Committee November 25 in order to be approved by the Board its December meeting, prior to filing the annual tax return. (2) After discussing random numbering of ballots, with references to Robert's Rules of Order, the Committee recommended that ballots for the Directors election be distributed on colored paper with the February newsletter.

The next Administration Committee meeting is November 27.

John ended his report by saying that member Wendell Anderson has agreed to perform the audit, if the Board approves. Approval was granted.

##### Curriculum Committee

Alan reported that the Curriculum Committee held its first meeting for the semester August 23 and have 47 sessions either finalized or being worked on for the Spring 2013 semester. Thirteen of these will be presented by ElderStudy members (including four Book Group meetings). Several proposed sessions were enumerated to the Board.

Alan has extensively documented the procedures he uses to perform many Curriculum Committee tasks, such as creating certificates of appreciation given to presenters, informing the membership of session changes, etc. The written procedures for these 20 or so documents total about 180 pages and are kept in a network-shared folder available to several committee members.

The next Curriculum Committee meeting is September 20.

### Membership Committee (report attached)

Suzanne Willis reported ten members of the Committee met August 28. Activities included:

- sending 23 new member packets in August; new members without e-mail will be called
- ordering 15 new nametags
- updating the membership list, done by Chuck Johnson, to be distributed via newsletter
- updating the ElderStudy website, handled by Chuck with Anne McGrath as backup and Alan Zirkle inputting curriculum information, which is about 50% of the content
- providing coverage for ElderStudy's telephone answering service
- completing arrangements for the Lake of the Woods Clubhouse luncheon December 6
- identifying deadlines for articles in the October newsletter
- printing and distributing new ElderStudy brochures (designed by Anne and Alan) at the Central Rappahannock Regional Library and other venues

Future meetings are scheduled for November 6, 2012, February 26, 2013 and May 7, 2013.

### **TREASURER'S REPORT**

John has received 172 membership fees, which is about the same number as last year at this time. Renewing members have until September 12 to get the reduced rate.

He presented the 2011-12 Year End Operations and Balance Sheet Reports (attached), reflecting expenses at 94.8% of budget and net assets of \$1,731.89 as of August 31, 2012. There may be a few, minor year-end expenses yet to be submitted. Mary Ann moved to make the reports official. The motion passed. Per John's recommendation, they will be filed with the designated University of Mary Washington (UMW) representative to fulfill our Memorandum of Understanding (MOU) requirement.

### **UNFINISHED BUSINESS**

***Procedures Manual Revisions.*** On behalf of the Administration Committee, Anne McGrath briefly described the review of the *Procedures Manual* directed by the Board last year. The Committee expected to make relatively minor changes, but the process led to a major revision because of the interrelationship among sections. Anne distributed folders with a cover memo, instructions and a CD with the draft *Policies and Procedures* approved by the Committee. The text has color coding to identify changes. Since the cost of printing draft copies with color coding would have been over \$500, the Committee opted to distribute the document via CD.

No changes were proposed to ElderStudy's Constitution or MOU. Changes to the bylaws must be approved first by the Board and then by two-thirds of members present at a General Membership Meeting. The rest of the document needs to be approved only by the Board.

The proposed schedule is: (1) review and comment by each Board member prior to a specially convened Board meeting to discuss the changes/issues identified; (2) preparation of the document with all agreed-upon changes followed by its distribution to the Board; (3) vote to approve the document at the Board's December 5 meeting; (4) distribution of the proposed bylaws changes to the membership at least two weeks prior to the March 20 General Membership meeting; and (5) vote by the membership on the proposed bylaws changes. Phil urged serious consideration of the proposed revisions.

***20<sup>th</sup> Anniversary Celebration.*** Mary Anne reported the committee is engaged in fact-finding and has contacted Peg Johnson, an original member, for information. Other ideas include:

- panel discussion by long-standing members about ES history, favorite classes, etc
- press release to UMW, surrounding county governments, *Free Lance-Star* (FLS)
- "Flashback" article in the FLS (contact: Jennifer Strobel)

- letterhead to include a logo and/or slogan for the celebration; may also be used with donation to Great Lives, etc.
- reception for current and former members, UMW officials, past officers
- birthday cake and recognition of long-time members at the spring luncheon

After discussing date, venue, etc., the Board decided the celebration should be held in connection with the May potluck luncheon. Phil asked the committee to propose a program and budget at the next Board meeting.

## NEW BUSINESS

***Nomination of/Vote on New Secretary.*** John said the Nominating Committee recommends the nomination of Barbara Barrett as Secretary to succeed Margaret Rose who resigned for health reasons. Dennis moved to accept the nomination. The motion passed.

***Newsletter Deadline.*** Dot said October 1 is the deadline for printing the newsletter, so get articles to her by September 24.

***Lifelong Learning Institute (LLI) Consortium.*** Dennis reported on an August 28 meeting of this recently formed group seeking to share ideas, resources and speakers. The group consists of LLI-Manassas, hosted by Northern Virginia Community College (NOVA, with about 300 members who pay a \$100 annual fee); Osher LLI at George Mason University (GMU, with a paid staff and about 1,000 members who pay a \$360 annual fee); the LLI of Northern Virginia on NOVA's Annandale campus (about 355 members who pay \$110 annually); Arlington Learning in Retirement Institute, affiliated with Marymount College, GMU, and Arlington County (\$55 annual fee); and Mary Washington ElderStudy. This worthwhile meeting focused on three topics.

*Ingratiating the LLI with its Affiliated College/University.* With decreased public funding and increased student enrollments, colleges and universities are feeling a squeeze that affects space and other types of support for LLIs. To answer the question, "How to become a vital part of the campus?," two ideas were advanced: (1) fundraise money for a student scholarship (e.g., the Osher LLI raised \$20,000 in recognition of its 20<sup>th</sup> anniversary) and (2) provide tutorials for students (especially at the community college level there are less academically ready students).

*Using Information Technology.* Using electronic means to transmit membership forms, newsletters, etc. reduces printing and mailing costs. Some LLIs have very tech-savvy government retirees who are paper-averse. At the other end of the spectrum are people who are not tech-savvy, so have students tutor these seniors.

*Fundraise beyond Membership Dues.* MW ElderStudy is among the cheaper LLIs. Some ask for donations and some write grants. For example, the Osher LLI at GMU just got a second \$1,000,000 grant from the Osher Foundation in Maine. The money goes into GMU's endowment managed by professional money managers.

The Consortium will meet annually, twice a year maximum. The meeting place will rotate among the different locales to promote participation by local LLI leaders and members. Dennis observed that when an LLI gains more than 300 members, it has to be managed differently.

The meeting adjourned at 11:28 a.m.