

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
SPECIAL MEETING, WOODARD HALL  
September 26, 2012**

The Mary Washington ElderStudy Board of Directors held a special meeting in Woodard Hall on September 26, 2012 to review *Procedures Manual* changes proposed by the Administration Committee. President Phil Hall called the meeting to order at 1 p.m. Eight Board members were present: Mary Ann Stana (Vice President), Barbara Barrett (Secretary), John Thompson (Treasurer and Administration Committee Chair), Eugenia Jones, Larry Turner, Dennis Van Derlaske, Chuck Watkins and Bill Wemmerus. Absent were Bill Toomey and Carole Hanus (Immediate Past President). Also attending were Alan Zirkle (Curriculum Committee Chair), Peg Johnson, Whit Jones, Anne McGrath and Margareta Williamson (the latter three members of the Administration Committee).

Written comments, solicited from Board members prior to the meeting, were arrayed in a spreadsheet and distributed to those present. The review proceeded section by section. Discussion of written and oral comments resulted in some changes to proposed changes. Recommendations were made regarding formatting, terminology and editorial consistency. A draft document identifying changes made at the meeting will be distributed to the Board in early November for review and approval at the Board's quarterly meeting on December 5, 2012.

The meeting adjourned at 2:50 p.m.

Barbara Barrett, Secretary

Date Approved: December 5, 2012