

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

The Mary Washington ElderStudy Board of Directors' quarterly meeting was held in Woodard Hall on December 5, 2012. President Phil Hall called the meeting to order at 10:10 a.m. Others present were Mary Ann Stana (Vice President), Barbara Barrett (Secretary), Eugenia Jones, Larry Turner, Dennis Van Derlaske, Chuck Watkins, Bill Wemmerus, Carole Hanus (Past President), and Alan Zirkle (Curriculum Committee Chair).

Barbara read one correction to the September 5, 2012 Board meeting minutes. Mary Ann moved to approve the minutes as corrected. The motion passed. Eugenia moved to approve the September 26, 2012 minutes as written. The motion passed.

STANDING COMMITTEE REPORTS

Administration Committee (minutes attached)

In John Thompson's absence, Barbara reported on the Committee's meeting November 27, at which time the Treasurer's preliminary 2012-2013 reports were reviewed. The Committee approved three recommendations to the Board: (1) increasing the budgeted Name Tag expense from \$200 to \$300; (2) providing the \$1,000 BLS scholarship to UMW; and (3) adding a 12/2011 Board-approved action to distribute materials to Board members and Committee Chairmen at least a week before any meeting (new part 4.b.(1)(c) stated below) that was omitted from the proposed Bylaws. The draft *Policies and Procedures* document with proposed Bylaws, reflecting changes made at the Board's September 26 meeting, was e-mailed to Board members and Committee Chairmen on November 15. No action could be taken on the annual financial audit because it had not been received by the time of the Committee meeting.

Curriculum Committee

Alan reported that the spring curriculum is ready to be posted on the website and mailed to members. Only three sessions remain this semester.

Membership Committee (minutes attached)

In Suzanne Willis' absence, Barbara highlighted items from the minutes of the Committee's November 6 meeting:

- Display of the new Member Packet sent to new members
- Mailing of 27 nametags and orders for 8 more
- Membership that day of 234, with 45 being new members
- Chuck Watkins' offer to take pictures to post on the website
- Anne McGrath's distribution of new ES brochures to various community locations
- Approval of \$100 to the Chappell Great Lives Lecture Series in memory of ES founders Betty Blaisdell and Alice Rabson

TREASURER'S REPORT

John Thompson previously e-mailed to the Board and Committee Chairmen copies of his preliminary 2012-13 Operations Report 3 and Balance Sheet Quarterly Report 1 (attached). Reporting for John, Barbara noted more people than expected joined ElderStudy (236 as of November 23), resulting in the requested increase in the amount budgeted for name tags.

UNFINISHED BUSINESS

Addition(s) to Bylaws. Larry Turner moved to adopt a new part 4.b.(1)(c) in the Bylaws: "Ensure that the tentative meeting agenda and supporting documents for major discussion topics are distributed to the Directors, Committee Chairpersons, and other appropriate individuals at least one week in advance of each meeting" and to change the lettering of subsequent clauses. The motion was adopted.

Discussion ensued as to whether the bylaws allow a member appointed to fill a Board vacancy to be nominated for election to a full-term. In the absence of a copy of the proposed bylaws, Bill moved to add to the appropriate section, "*Elected Board members are not eligible for reelection.*" The motion was adopted.

Approval of P&P. Dennis moved to accept the currently modified bylaws and *Policies and Procedures* for presentation to the General Membership in March. The motion was adopted.

December 6 Luncheon. Eugenia reported that everything is arranged for tomorrow's luncheon, with 87 reservations made (compared to 82 last year).

20th Anniversary Celebration. Mary Ann described the Committee's plans to date, details of which are in its 11/15 meeting minutes (attached). The Committee wishes to make a \$200 donation to the Chappell Great Lives Lecture Series in honor of ElderStudy's founders. An examination of the Treasurer's 2010-11 year-end operations report showed about \$210 not spent for Membership Meetings/Special Events. These unspent funds may be used for the donation.

NEW BUSINESS

The annual audit report prepared by member Wendell Anderson (attached) was e-mailed to the Board and Committee Chairmen December 1. Alan moved to accept the report. The motion was adopted.

Dennis moved to convey the sense of the Board to acknowledge the very thorough, professional job as Treasurer that John Thompson has rendered this past year. The motion passed.

Dennis complimented Alan on his nice work announcing ElderStudy's 20th anniversary on the website.

Alan encouraged the Board to consider adding a line item in ensuing years' budgets for the Chappell Great Lives Lecture Series. The "marquee" above the stage shows contributors and being listed there would be good advertising for our organization.

Room scheduling difficulties have led to changing the date of the next General Membership Meeting from Wednesday, March 20, to Tuesday, March 19, 2013, in Woodard Hall.

The meeting adjourned at 11:00 a.m.

Barbara Barrett, Secretary

Date Approved: March 5, 2013