

ElderStudy Administration Committee Report

March 1, 2013

Note: This report serves the dual purpose of the Committee Quarterly Report to the Board and the Minutes of the Committee Quarterly Meeting.

1. The Committee Quarterly Meeting was held on February 27, 2013 in Woodard Hall. Committee members present were Barbara Barrett, Phil Hall, Mary Ann Stana, Margaretta Williamson, and John Thompson. The Tentative Agenda for this meeting was distributed in advance and is included for the record.
2. Treasurer's Report. The Treasurer presented a Preliminary Operations Report and a Preliminary Balance Sheet Report for the period September 1, 2012 thru February 25, 2013; additional information was anticipated prior to the end of the mid-year reporting period. Following review and discussion by those present, the Committee approved the reports with any necessary updates for presentation at the March 5th Board of Directors Meeting. The Treasurer also provided preliminary information on the CD which matures in late May, on the acceptance of the 2011-2012 Tax Return by the IRS, and on the status of 2 outstanding Program honoraria payments.
3. Old Business: The revisions to the Procedures Manual have been completed except for Membership approval of the recommended revisions to the By-Laws; Membership approval of these recommendations is anticipated at the March 19th General Membership Meeting (the recommended changes were distributed as part of the February Newsletter). Anne McGrath has obtained quotations from 3 sources relative to reproduction of the Policy and Procedures Document in anticipation of the Membership approval of the By-Laws revisions; the goal is to have this document available for distribution at the June 5th Board of Directors Meeting. The reorganization and updating of the ElderStudy files in Chandler 102 is ongoing.
4. New Business. A tentative schedule for development of the 2013-2014 Budget was presented. The formal Budget Call will be issued at the March 5th Board of Directors Meeting; it is planned that inputs are to be provided to the Administration Committee Chairperson not later than April 15th. It is recommended that the Board and the Committees pay special attention to needs associated with the loss of Chandler 102 as the ElderStudy classroom for the 2013-2014 (and beyond) period. Under the "New Business category", Anne McGrath recommended that the Director Election ballots be counted during a "break" before moving into New Business at the March 19 General Membership Meeting so as to afford the ballot-tellers an opportunity for full participation in the GMM New Business discussions which will include the approval of the revised By-Laws. The Administration Committee members were in full support of this recommendation.
5. Next Committee Meeting: The next Administration Committee Meeting is scheduled for May 29 from 1-3 PM in Woodard Hall. Critical aspects of this meeting will be: (a) the preparation of a Recommended 2013-2014 Budget (including membership fees for next year) for presentation to the Board of Directors on June 5th, (b) the development of a recommendation regarding disposition of excess funds if such are available, and (c) the development of a recommendation for a 2013-2014 Committee Chairperson.

Respectfully submitted, John Thompson, Committee Chair