

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING, WOODARD HALL
March 5, 2013**

The Mary Washington ElderStudy Board of Directors' quarterly meeting was held in Woodard Hall March 5, 2013. President Phil Hall called the meeting to order at 10:00 a.m. Other Board members present were Mary Ann Stana (Vice President), Barbara Barrett (Secretary), John Thompson (Treasurer and Administration Committee Chair), Bill Toomey, Chuck Watkins, Bill Wemmerus (Curriculum Committee Chair), Suzanne Willis (Membership Committee Chair), and Eugenia Jones. Board candidate Randy Fennemore and her husband, Charlie, also attended.

John moved to approve the December 5, 2012 minutes as corrected. The motion passed.

STANDING COMMITTEE REPORTS

Administration Committee (report attached). At its February 27 meeting, the Committee approved the Treasurer's preliminary reports for presentation to the Board. Anne McGrath distributed prices from three sources for printing the revised *Policies and Procedures* document after the Bylaws vote is taken at the March 19 General Membership Meeting (GMM). Anne recommended counting the Board of Directors ballots during a break so tellers may participate in the discussions and voting. The Committee adopted this recommendation. On May 29, the Committee will finalize the 2013-14 budget and other financial matters to present to the Board.

Curriculum Committee. Bill Wemmerus said having the "quad" of members who schedule meeting space, maintain the schedule on spreadsheets and the website, and manage changes (Bill Toomey, Alan Zirkle, Dennis Van Derlaske, and himself) works very well. In response to his concern about alerting members without e-mail of schedule changes, Suzanne Willis said Sherril Bartholomew calls those 18 people. To ensure a chain of command and minimize confusion about schedule changes, Bill Toomey recommended that the sponsor inform the Committee Chair, who will confirm the change and then inform the appropriate individuals.

Membership Committee (report attached). Highlights from Suzanne's report appear below.

- Quantity of refreshments at next GMM will be reduced to avoid excess leftovers
- 8 New Member Packets and 12 name tags were distributed
- Two new website tabs with related materials were created: "Governance" for minutes, reports, etc., and "Interest Groups" for information on the book and genealogy groups
- No brochures remain in libraries and YMCAs; new ones will be distributed in August
- Preparation, printing and mailing of the February newsletter was discussed
- Editor Dot Meyer's concern about due dates for newsletter articles in the *Policies and Procedures* document will be conveyed to the Administration Committee

TREASURER'S REPORT

John distributed the 2012-13 Year-to-Date Operations Report #6 and 2nd Quarter Balance Sheet (attached). ElderStudy (ES) has 250 members as of today. During the year 69 name tags (including 10 replacements for which members do not have to pay) have been ordered and received. To save money, orders are placed when there are 6-8 requests.

ES has two options regarding the CD maturing in May:

1. reinvest the money at the best interest rate possible, or
2. hold the money as a classroom contingency fund since Chandler Hall will be destroyed.

In response to Bill Wemmerus' questions, John said expenses exceeding the budgeted line item amount must be approved by the Board and the \$22/month telephone service charged by the University is divided equally between the Curriculum and Membership Committees' expenses.

UNFINISHED BUSINESS

ratification of Motions Approved Via E-Mails. Mary Ann Stana moved to ratify two motions approved by the Board via e-mail 12/7-10/2012: (1) rescind the motion, "*Elected Board members are not eligible for reelection*" (adopted at the December 5, 2012 Board meeting but proved to duplicate existing Bylaws language), and (2) approve the motion, "*to adopt the Administration Committee's recommendations to increase the name tag budget from \$200 to \$300 and provide UMW the \$1,000 BLS scholarship.*" The motion was adopted unanimously.

Chuck Watkins moved to ratify the motion approved by the Board via e-mail 1/3-7/2013: *That ElderStudy support recruiting at least 25 test subjects.aged 65-80 for a human research study being led by Dr. Hilary Stebbins, an Assistant Professor of Psychology at Mary Washington, by allowing her to post and hand out flyers in the Chandler 102 classroom, and by forwarding the flyer via email to all of our members who use email. We'd also encourage her to make a donation to The Great Lives Series commemorating ElderStudy's 20th year, if she deems our recruiting effort successful.*" The motion was adopted unanimously.

Policies and Procedures. Anne McGrath posted this document on the website in February.

Signage at Great Lives Series. ES's support of the Great Lives Series is recognized at each lecture on the screen above the stage. With Dr. Stebbins' donation, ES' total gift is \$400.

20th Anniversary Celebration. Mary Ann described the Committee's plans to date (report attached). The Committee will contact the Free Lance-Star to see if its archives hold pictures of ElderStudy's early activities. Many original members still living now reside in Florida.

Meeting Rooms. Bill Toomey schedules rooms for ES activities with the University. He expressed concern about the authority to alter meeting days specified in the Bylaws. John Thompson moved that, in scheduling rooms for the Board and General Membership meetings, the target dates specified should be the goal but, if those dates are not available, the scheduler is authorized to get the dates closest to those specified in the Bylaws. The motion passed.

NEW BUSINESS

Nominating Committee Report. Eugenia Jones described the Committee's efforts to recruit nominees for the Board of Directors. Three candidates agreed to be nominated; four other members declined. Notices posted on the Chandler 102 bulletin board and the website as well as announcements at ES classes yielded no other candidates. The slate of nominees is a strong one. If a Board vacancy occurs in the next year, it will be necessary to ask for a volunteer, since a three-person slate leaves no unelected candidate to fill the vacancy.

Budget Call for 2013-14. John distributed a memo calling for budget requests from the Board, committees, and members. Requests should be given to him by April 15 so the Administration Committee can prepare a recommended budget on May 29 for Board review on June 5.

Approval of New Curriculum Committee Chairman. John moved to accept Bill Wemmerus as Curriculum Committee chairman. The motion passed unanimously.

Action on Maturing CD. Bill Wemmerus moved that the CD due on May 28 not be renewed but put in the checking account for contingency planning. The motion was adopted without dissent.

The meeting adjourned at 11:26 a.m.

Barbara Barrett, Secretary

Date Approved as Corrected: June 5, 2013