

ElderStudy General Membership Meeting

March 19, 2013

Administration Committee Report

The Committee has met two times since the last General Membership Meeting. Each meeting followed a prepared agenda which was distributed to Committee members at least one week in advance of the meeting date.

November 27, 2012. Topics included (a) discussion of the Preliminary First Quarter Financial Reports (YTD Operations Report and YTD Balance Sheet Report); both reports were approved for presentation at the subsequent Board of Directors Meeting with updates as appropriate. (b) The Treasurer's recommendation to request additional funds for purchase of Name Tags was approved for presentation to the Board. (c) Status report relative to the revision of the Procedures Manual; this revision is to be retitled as Policy and Procedures Document. Following Committee discussion, the document was recommended for presentation to the Board for their approval. (d) Receipt of the Annual Audit Report was expected in time for presentation to the Board on December 5th. No deficiencies were anticipated in the audit findings. (e) A recommendation for funding of the 2013-2014 Bachelor of Liberal Studies scholarship was approved for presentation to the Board on December 5th. (f) A status report was given on the update to the ElderStudy files located in Chandler 102.

February 27, 2013. Topics of the meeting included: (a) Preliminary Mid-Year Financial Reports (YTD Operations Report and YTD Balance Sheet Report). Both reports were approved for presentation to the Board of Directors on March 5 with updates as appropriate. (b) A status report on the 2011-2012 Tax Return which was accepted by the IRS on January 13, 2013. (c) Discussion of options for a Certificate of Deposit which will mature in late May. (d) Revisions to the Procedures Manual (now the Policy and Procedures Document) have been approved by the Board of Directors and the Revised By-Laws were published in the February Newsletter for membership review and subsequent approval at their March 19 General Membership Meeting. Quotations had been obtained from 3 sources for reproduction of the Document pending membership approval of the revised By-Laws; estimated costs were all within the budget estimate. (f) A tentative schedule for developing the 2013-2014 Budget was presented and discussed. A formal Budget Call was issued to the Board and Committee Chairpersons on March 5th; copies are posted on the ElderStudy website and on the bulletin board in Chandler 102. Responses are due to the Administration Committee Chair by April 15th so that the Committee can compile a recommended budget at its next Quarterly Meeting. This budget will need to consider that ElderStudy programs will not be held in Chandler due to UMW construction plans. (g) Anne McGrath recommended that Director Election Ballots be counted during a "break" at the Spring General Membership Meeting in order to that the ballot-counters have the opportunity to participate in GMM discussions relative to approval of the revised By-Laws. This recommendation was approved for presentation to the Board.

Next Committee Meeting. The next Administration Committee Meeting will be held on Wednesday, May 29 from 1-3 PM in Woodard Hall Room 1. Critical aspects of this meeting will include (i) development of a recommended 2013-2014 Budget including membership fees for presentation to the Board on June 5th; (ii) development of a recommendation for disposition of excess funds if any are available (Grants); and (iii) development of a recommendation for a 2013-2014 Committee Chairperson.

Respectfully submitted. John Thompson, Admin Committee Chair