

ELDERSTUDY ADMINISTRATION COMMITTEE
QUARTERLY MEETING MINUTES & REPORT TO THE BOARD

(June 3, 2014)

1. The Quarterly Meeting of the Administration Committee was held on May 27, 2014 at 1 PM in the UMW Center for Lifetime Learning (Room 210S at the Stafford Campus). In attendance were Barbara Barrett, Phil Hall, Whit Jones, Anne McGrath, Mary Ann Stana, Bill Wemmerus, Margaretta Williamson, Suzanne Willis, Alan Zirkle, and John Thompson. In addition to a very full agenda, the meeting was further stressed due to the fact that it was a hot May day and the building air conditioning was not functioning. The Tentative Agenda for this meeting was distributed in advance, was posted on the ElderStudy website, and is attached for reference.
2. **Treasurer's Report.** The Treasurer presented a Preliminary Operations Report and a Preliminary 3rd Quarter Balance Sheet Report which covered the period from September 1, 2013 to May 25, 2014. A status report was also presented regarding the Certificate of Deposit which matured on May 27th. Following review and discussion, the Committee approved the reports, with any necessary updates, for presentation at the June 4, 2014 Board of Directors Meeting.
3. **Old Business.** The members present had a lengthy discussion of proposed revisions to the Policy and Procedures Document; these suggested revisions had been received from numerous sources as a result of a "Data Call" which had been issued in March. The discussions were subdivided into (a) Proposed revisions other than Section A, and (b) Proposed revisions to Section A – Governing Documents. Many of the proposed revisions related to the relocation of the Classroom from Chandler Hall to the Stafford Campus. Several of the revisions related to changes to ElderStudy operations which had been introduced since the original March 2013 issue of the P&P. Alan Zirkle and the Membership Committee suggested a change to Section A policy for new members joining after April 1. Additionally, there was general agreement that the Memorandum of Understanding between ElderStudy and the University should be updated to reflect the move from Main Campus to Stafford Campus, to update the identification of the University Representative, and to reflect changes in support provided by/received from the University. The Committee Chairman was authorized to present the recommendations to the Board at its June 4 Quarterly Meeting.
4. **New Business.**
 - a. The Committee discussed possible ElderStudy Budget options for 2014-2015 including membership fee options. The Committee authorized the Chairman to present the Committee Recommendations to the Board of Directors on June 4, 2014 for approval.
 - b. The Committee discussed the availability of excess funds in the 2013-2014 Budget which might be used for Grants to Departments which supported the 2013-2014 Program. The

Chairman was authorized to present this recommendation to the Board on June 4 for approval.

- c. The Committee discussed individuals who might serve as Committee Chair during 2014-2015. The Committee, on a motion by Mary Ann Stana and seconded by Barbara Barrett, recommends that John Thompson continue as Administration Committee Chair for 2014-2015.
 - d. The Committee discussed a recommendation from the Treasurer to upgrade the financial software from Quicken Deluxe 2004 to Quicken Deluxe 2014 in view of the Microsoft decision (effected in April 2014) to significantly reduce technical support for Windows XP. The Committee recommended that the upgrade to Quicken Deluxe 2014 and authorized the software purchase (with supporting documentation) from 2013-2014 funds available in the Administration Committee budget.
5. **Next Committee Meeting.** The next Administration Committee Meeting will be held on Tuesday, August 26, at 1 PM in the Center for Lifetime Learning. (The schedule has been confirmed)

Respectfully Submitted: John Thompson, Committee Chair

ElderStudy Administration Committee Quarterly Meeting
May 27, 2014, 1-3 PM in Center for Lifetime Learning [SC 210S]

TENTATIVE AGENDA

1. Welcome to Attendees
2. Treasurer's Report
 - a. Preliminary 3rd Quarter Operations Report
 - b. Preliminary 3rd Quarter Balance Sheet Report
 - c. Status of CD maturing May 27
3. Old Business
 - a. Policies and Procedures Document Revisions – for presentation at June 4th BOD
 - (1) Discussion of revisions exclusive of Section A: Governing Documents
 - (2) Discussion of revisions to Section A: Governing Documents
 - b. Other Old Business
4. New Business
 - a. Preparation of 2014-2015 Budget Recommendation: Discussions and Committee Recommendations including membership fees
 - b. Discussion of 2013-2014 Excess Funds Availability and Committee Recommendation regarding Grants
 - c. Committee Discussions and Recommendation for Committee Chairperson for 2014-2015
 - d. Recommendation on upgrade of ElderStudy financial software
 - e. Other New Business
5. Next Committee Meeting: late August, target date = Tuesday, August 26 at 1 PM
6. **Thank You for serving on the Admin Committee. HAVE A GREAT SUMMER !!!**