

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW Stafford Campus, South Building, Room 210 (SC210S)  
December 4, 2013**

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held at the UMW Stafford Campus, South Building, Room 210, on December 4, 2013. President Bill Toomey called the meeting to order at 10:02 a.m. Other Board members present were John Thompson (Treasurer and Administration Committee Chair), Chuck Watkins, Randy Fennemore, Bill Wemmerus (Curriculum Committee Chair), Barbara Barrett (Secretary), and Phil Hall (Immediate Past President). Others attending were Dot Meyers (Newsletter Editor), Alan Zirkle (Assistant Webmaster), and Sara Fartro.

John moved to approve the September 4, 2013 minutes as corrected. The motion passed.

### **STANDING COMMITTEE REPORTS**

**Administration Committee (report attached).** On November 26 Committee members reviewed the preliminary Year-to-Date Operations Report and 1<sup>st</sup> Quarter Balance Sheet Report, to be updated through November 30 for the upcoming Board meeting. The annual audit has been completed. The Committee recommended an amount for the annual Bachelor of Liberal Studies Scholarship. These matters will be presented to the Board on December 4.

**Curriculum Committee.** Forty-four programs will have been presented by the end of December; 43 are scheduled for the spring semester. Projected expenses are \$6,150, which is \$350 under budget. Bill Wemmerus has served on the Committee for 12 years in various capacities and is not sure how much longer he will continue. By the next Board meeting he hopes to identify someone to serve as his backup. The Committee has a public function (arranging programs, negotiating dates with speakers, holding meetings, etc.) and an administrative one (keeping records, collaborating with the Treasurer for payments to speakers, coordinating with others to schedule space and convey changes to members, etc.).

Scheduling procedures with UMW then were explained. Bill Toomey enters ElderStudy's calendar on UMW's calendar for Susan Knick's review and approval, since there are other demands for space in the "Lifelong Learning Center." Bill W. conveys subsequent schedule changes to Bill T. who then requests Ms. Knick's approval before Bill W. asks Alan to e-mail members about changes and Sherrill Bartholomew to call those without e-mail.

**Membership Committee (report attached).** Highlights of the Committee's report follow.

- Only 11 members do not have e-mail addresses.
- Chuck Watkins will print temporary nametags from his computer, so Sherrill no longer will need to handwrite them.
- Temporary and permanent nametags will be left in the classroom rather than mailed.
- Local vendors will be contacted to see if lower prices for nametags may be obtained.
- Brochures have been distributed in local libraries, the Butler Road YMCA, and the Stafford County communities of Falls Run and the Crossings.
- The possibility of ElderStudy having a social media presence is being explored.

The December newsletter with the spring semester calendar will be mailed today. Dot distributed copies to everyone attending this board meeting.

**TREASURER'S REPORT (financial and audit reports attached).** Membership fees have exceeded projections and cover the approved budget. The annual audit, conducted by Wendell Anderson, "... detected no errors, inconsistencies, or exceptions. Thus, the performance of the ElderStudy Financial Program remains excellent." Barbara Barrett moved that the audit report be accepted. The motion passed.

## UNFINISHED BUSINESS

**Officers & Directors Liability Insurance.** Bill Toomey exchanged e-mail messages with Susan Knick and Rick Pierce, Vice President for Administration and Finance and UMW's CFO (Chief Financial Officer) about liability coverage that might be provided under UMW's policy. Rick replied that ES is not covered for liability under UMW's plan and recommended having a policy for our officers and directors. ES' Memorandum of Understanding with UMW states that ES members have the same coverage as University visitors. Asked about that coverage, Rick said. "... a visitor is considered to be on public property when on campus and in almost all cases, unless there is clear negligence on the part of the State or University, is expected to carry their [sic] own medical, liability and property insurance." (A copy of these e-mail exchanges is attached to the file copy of the minutes.)

John and Bill W. will get cost estimates for O&D liability insurance. Alan will send an e-mail asking if any member has expertise in this area to help inform the Board's decision-making.

**Survey of Members' Interest in Electronic Delivery of Newsletters.** Chuck Watkins reported the results compiled by Chuck Johnson. Sixty-three (63) of the 163 households making up the 254-member mailing list voted to opt out of receiving the newsletter via the U.S. Postal Service. The Membership Committee recommends that ES stop mailing copies to those who have opted out of receiving their newsletters via USPS. The Board adopted the recommendation.

Printing and mailing 200 copies (minimum number for nonprofit postal rate) of a 1-ounce, 3-sheet newsletter is estimated to cost \$120.16. Printing and mailing 100 copies (163-63=100) of that same newsletter via 1<sup>st</sup> class would cost \$92.00, so it is cheaper to use first class.

**Ribbon-Cutting Ceremony in October.** Photographs of this notable event are on the website.

**Another Update on New Space.** Regarding the room key, the procedure now is that the guard unlocks the classroom before our sessions. Twenty extra chairs are stored in the cubicle next to the ES office. The audio-system has been adjusted and works well. ES bought a headset microphone (about \$39) that may be returned by the end of January if it proves unsatisfactory. A large screen was installed but will be replaced by the smaller screen because the former blocks the podium and the podium wiring is too short to move the podium out of the way.

## NEW BUSINESS

**Survey of Members' Interest in Electronic Delivery of Membership Roster.** Alan said the survey showed overwhelming support for electronic delivery of the roster. Chuck moved that once a year, every member be given a hard copy of the roster. In addition, there is to be monthly electronic distribution of an updated version. All versions are to have "for official ElderStudy use only" printed on every page. The motion passed.

**BLS Scholarship.** The Administration Committee recommends that a \$1,000 BLS scholarship be provided to UMW for the 2014-15 academic year. Phil moved to approve the recommendation. The motion passed.

**Weather Hotline.** UMW has a weather hotline that members should check when necessary. Alan will try to promptly notify members of a delay or cancellation whenever it occurs.

**Nominating Committee.** John reminded the outgoing Board members (Mary Ann Stana, Bill Toomey, and Larry Turner) of their responsibility to nominate (1) candidates in February for the March Board of Directors election and (2) officers in May for election at the June Board meeting.

**Choosing Committee Chair.** Bill W. referenced the *Policies and Procedures* (pp. A-6 and D-1) about choosing a committee chair. He feels that it is awkward for the current chair to be present during the committee's deliberations. No solutions were offered other than leaving the room.

The meeting adjourned at 11:48 a.m.