

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW Stafford Campus, South Building, Room 210 (SC210S)
March 11, 2014**

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held at the UMW Stafford Campus, South Building, Room 210, on March 11, 2014, rescheduled from March 5 because of hazardous driving conditions that day. President Bill Toomey called the meeting to order at 10:00 a.m. Other Board members present were Mary Ann Stana (Vice President), 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), Anne McGrath (substituting for Suzanne Willis, Membership Committee Chair), Alan Zirkle (Assistant Webmaster), Sara Fartro (Membership), Charlie Fennemore and Jack Allison.

John moved to approve the December 5, 2013 minutes as posted. The motion passed.

STANDING COMMITTEE REPORTS

Administration Committee (report attached). On February 25 Committee members reviewed the preliminary Year-to-Date Operations Report and 2nd Quarter Balance Sheet Report, to be updated through February 28 for the upcoming Board meeting. The 2012-13 tax return was accepted by the IRS. Funds for the 2014-15 Bachelor of Liberal Studies Scholarship were transferred to the University. Budget preparations for the coming year will be initiated at the next Board meeting. Questions about a potential increase in speakers' fees, potential honoraria for member speakers, and a potential change in membership fees will be considered by the appropriate committees and reported to the Administration Committee at a later date.

Curriculum Committee. Bill Wemmerus said scheduling this semester has been a bear, primarily because of bad weather. He thanked Alan Zirkle for informing members of changes.

Canceling Programs. Handling cancellations was discussed at length. Lines of responsibility must be clear so program sponsors know when to contact the Curriculum Chair in the event that a speaker cannot present. If bad weather, mechanical failures on campus, or some other event causes the campus to close or open late, the Sponsor, Curriculum Chair and President must coordinate their efforts to resolve the situation. The Committee will develop written guidelines for review by the Board, since several different entities within ElderStudy, and sometimes UMW's Susan Knick, are involved. At any time, members can access appropriate web websites (www.umw.edu) or www.fredericksburg.com) or local radio and TV stations to learn of closings or late openings.

Budget/Fall Semester Programs. Actual and expected expenditures are \$250 less than the amount allotted this year. The Committee may ask for an increase in the budget next year if it recommends an increase in speaker fees and/or honoraria for member speakers. For next semester, 33 of about 40 planned programs have been arranged, with 15 more "on the drawing board," some of which would be scheduled in the 2015 spring semester.

Tenure as Chair. Bill will stay with the Committee for one more semester, having been involved for 12 years. Bill Toomey urged him to groom another member to take his place.

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

- Plans for the May 15 Pot Luck luncheon are on track.
- The procedure for new members picking up their temporary nametags and information packets at Lifelong Learning Center (LLC) classes is working well and avoiding delays.
- Virginia Navigator (a family of websites) has a link to ElderStudy's revised page.
- Interest in social media and other means of electronic communication has prompted establishing a subcommittee to explore these matters and report at the May Committee meeting. Some members will attend the University's Ed Tech conference on March 14.
- Some members did not get a newsletter or a ballot, for reasons not yet clear.

- Suzanne will not serve as Chair after this academic year, so a replacement is needed.

TREASURER'S REPORT (financial reports attached). Two faculty presenters have not cashed their honoraria checks, despite repeated inquiries. John will return those amounts to the account if the checks are not cashed. The CD to mature soon will be renewed using the same criteria as before—short-term and the best-possible rate. Income has exceeded the budget by about 10% because the number of members exceeded projections. There are 245 members (236 paid memberships plus 9 retired faculty who do not pay a fee). Mary Ann Stana moved to accept Operations Report #6 and the Mid-Year Balance Sheet Report. The motion passed.

UNFINISHED BUSINESS

Officers & Directors Liability Insurance. John Thompson obtained cost estimates for O&D liability insurance from three insurers. He prepared a spreadsheet displaying that information and the results of his searches (copy is attached to the file copy of the minutes). Discussion ensued about what Board actions might result in legal action. The President then canvassed the members on the question, "Do we need to insure ourselves?" Four (4) members indicated no, three (3) members indicated yes, and one (1) member abstained from responding. (The ninth Board member was absent).

Electronic Delivery of Newsletters. A clarification of electronic versus mail delivery of newsletters was requested.

- The February issue containing the ballot(s) is the only issue sent to all members via the United States Postal Service.
- All other issues will be sent electronically to those who opt out of USPS delivery.

Alan suggested that each issue include an invitation to members to opt out if they have not already done so.

Electronic Delivery of Updated Membership Roster. The updated roster is sent electronically to everyone except those without email. **(Secretary's note after the meeting ended:** The December 5, 2013 Board meeting minutes say: "Chuck [Watkins] 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.")

Update on Equipment in the LLC. Alan reported the University's audio-visual technician will raise the screen so the entire projected image can be seen. That A-V person said he will order cable protectors to cover the cables on the floor.

Nominating Committee. Mary Ann Stana reported the Committee nominated five candidates for the Board of Directors election in March, as shown in the newsletter. Non-receipt of ballots by a few members is being resolved.

NEW BUSINESS

2014-15 Budget Development. John distributed a memo (copy attached) calling for budget submissions from the Board, Standing Committees, and members by April 28. These are to be given to him, the Administration Committee Chairperson, for consolidation and review by Committee members. A budget recommendation will be submitted to the Board on June 4.

ANNOUNCEMENTS

The General Membership Meeting will be held March 19 at 10 a.m. at the LLC.

The meeting adjourned at 11:46 a.m.