

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

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held in our new location at the UMW Stafford Campus, South Building, Room 210, on September 4, 2013. Mary Ann Stana, Vice President, called the meeting to order at 10:04 a.m. in the absence of President Phil Hall, who was out of the country. Other Board members present were John Thompson (Treasurer and Administration Committee Chair), Bill Toomey, Chuck Watkins, Randy Fennemore, Bill Wemmerus (Curriculum Committee Chair), Suzanne Willis (Membership Committee Chair), and Barbara Barrett (Secretary). Others attending were Charlie Fennemore, Dot Meyers (Newsletter Editor) and Alan Zirkle (Assistant Webmaster).

**Report from Nominating Committee.** The Nominating Committee, composed of the outgoing Board members (Eugenia Jones, Dennis Van Derlaske, and Chuck Watkins, who had recused himself, being a newly elected Board member) presented nominees for the 2013-14 officers:

President:	Bill Toomey
Vice President:	Mary Ann Stana
Treasurer:	John Thompson
Secretary:	Barbara Barrett

The Board unanimously approved the Committee's recommendation. Bill Toomey immediately became the presiding officer.

Mary Ann moved to approve the June 5, 2013 minutes as written. The motion passed.

#### **STANDING COMMITTEE REPORTS**

**Administration Committee (report attached).** John Thompson reported that all 10 members and Bill Toomey were present at the August 27 meeting. There was no old business. Under new business, no one has volunteered to conduct the annual audit. On August 29 Alan Zirkle sent ES members an e-mail describing those duties and requesting that a qualified person volunteer. The next Committee meeting is scheduled for November 26, 1 p.m., in the SC210S room.

**Curriculum Committee.** Bill Wemmerus said the Committee recommended he serve again as chairman. He then reported on four matters. (1) Estimated costs are about \$400-500 less than the budget allocation, partly because some members will present programs without accepting an honorarium. (2) The *Policies and Procedures* document says about 40 programs are offered each semester. Excluding the Book Club and Genealogy groups, there are about 35 this fall. (3) The Committee tries to avoid scheduling two programs on the same day and to minimize "drops/adds" once the schedule is published. (4) A goal is to build backup capability for someone else to be knowledgeable about the Committee's work.

**Membership Committee (report attached).** Suzanne Willis said Committee members endorsed her continuing as chairman at its August 28 meeting. The open house last week to introduce members to our new location went well. The membership roster will be included in the October newsletter. Twenty-four new member packets have been distributed. Alan Zirkle calls new members without an e-mail address to see if they have one, but most do not. Batching orders for name tags to save on cost means some members do not get theirs promptly. Bill Wemmerus offered to check on costs from an alternative vendor. New brochures were printed and distributed. The winter luncheon is scheduled for December 11.

Dot Meyers explained the costs of the last newsletter. The number of 11" x 17" sheets (each yielding four pages) needed for all the articles increased the printing costs and raised the weight of each newsletter above the 1-ounce-bulk rate of \$0.16625. Instead, each newsletter cost \$0.56. A discussion ensued about allowing members the option of receiving the newsletter electronically to reduce postage costs. Dot will prepare a written comparison of recent printing and postage costs for the Board's review and further discussion of this matter. The deadline for articles for the next newsletter is September 15.

## **TREASURER'S REPORT**

John Thompson reported that ES had 254 members (including 6 retired faculty who are not required to pay dues) in 2012-2013. He distributed the 2012-13 Final Operations Report and 4<sup>th</sup> Quarter Balance Sheet Final Report (attached), both of which were approved for presentation to the Board on September 4. The Board accepted the reports, which will be filed for audit. Alan Zirkle's e-mail elicited responses from two people volunteering to conduct the annual audit.

## **UNFINISHED BUSINESS**

The Curriculum and Membership Committees recommended that their current Chairmen, Bill Wemmerus and Suzanne Willis, respectively, continue to serve in this capacity. The Board unanimously approved.

Alan Zirkle provided an update on our new space. A new screen will be installed soon. Everything went smoothly at the open house; some new people joined ES. The classroom key is at the front desk in the lobby. Bill Toomey, Mary Ann Stana, John Thompson, Bill Wemmerus, and Alan Zirkle are authorized to get the key to open the room. In case there is an overflow of attendees, chairs should be taken from the surrounding cubicles. Our UMW liaison, Susan Knick, will have a pallet of chairs stored in the room. The University has been very helpful.

Regarding Officers & Directors Liability insurance, Bill Toomey will talk with Susan Knick about what coverage may be provided under UMW's policy and report at the next Board meeting. Bill was told that ES may not hold potlucks here; food must be supplied through the UMW caterer.

## **NEW BUSINESS**

**Ribbon-Cutting Ceremony.** This event to highlight ES' move to the Stafford Campus has been pushed to October. UMW will cater and pay for refreshments.

**Other.** Chuck Watkins stated that, at its last meeting, the Membership Committee recommended that electronic delivery of the newsletter be an option because most of the cost of printing and mailing is postage. After a brief discussion, the Board approved the conduct of a survey to determine interest in electronic distribution of newsletters.

Chuck also said there was a web request about being able to audit UMW classes by joining ES. But ES membership is not required to do that. He may need to amend what is on the website to eliminate any confusion.

The meeting adjourned at 11:58 a.m.

Barbara Barrett, Secretary

Date Approved: 12/4/2013