

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW Stafford Campus, South Building, Room 210 (SC210S)
June 4, 2014**

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held at the UMW Staff Campus, South Building, Room 210, on June 4, 2014. President Bill Toomey called the meeting to order at 10:10 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), Suzanne Willis (Membership Committee Chair), Barbara Barrett (Secretary) and Phil Hall (Immediate Past President). Others attending included the three Directors-elect: Peggy Grady, Donna Lewis, and Mel Wright, plus Dot Meyers (Newsletter Editor), Alan Zirkle (Assistant Webmaster), Sara Fartro (Membership), Rose Wesson, and Charlie Fennemore.

John moved to approve the March 11, 2014 minutes as posted. The motion passed.

STANDING COMMITTEE REPORTS

Administration Committee (report attached). John Thompson presented a summary of the Committee's May 27, 2014 meeting. The preliminary Treasurer's reports, with any necessary updates, were approved for presentation to the Board at its meeting today. Discussion of proposed revisions to the *Policies and Procedures* document led to separating changes in Section A from those in all other sections (relating mostly to the relocation of the classroom to the Stafford campus) and authorizing John to present the latter to the Board today. Proposed changes in Section A relate primarily to the Memorandum of Understanding (MOU) with UMW that must be worked out with University representatives at a later date.

The Committee recommended presenting to the Board the ElderStudy Budget options for 2014-15 and proposed distribution of 2013-14 excess funds. The Committee also recommended that (1) Quicken Deluxe 2014 software and manual be purchased for the Treasurer's ElderStudy use (replacing the 2004 version which he presently uses) and (2) John Thompson continue as Committee Chairman. The Board unanimously adopted both recommendations.

Curriculum Committee. Bill Wemmerus reported that the Committee's budget is about \$400 under the amount allocated for this academic year, primarily because several members presented programs and received no honoraria. Since that may not occur next year, an increase is requested in the 2014-15 budget. The Committee reviewed the honoraria schedule and decided not to change fees paid, since they have not been a factor in recruiting speakers.

Bill is willing to serve one more semester as Committee Chair. He suggested co-chairs may be desirable in the future, given the increased workload. At its last meeting, the Committee did not address the matter of recommending a Chair for the next academic year. A majority of Committee members were present at today's Board meeting and voted unanimously to recommend Bill. The Board adopted that recommendation, with one director abstaining from the vote.

Membership Committee (report attached). Suzanne Willis acknowledged the work of Anne McGrath on the "Call for Changes" in the *Policies and Procedures* document and of Eugenia Jones and Rose Marie Schlemm on the May potluck luncheon. Alan Zirkle prepared a Power Point presentation to be shown at the "Art of Aging" exposition on June 11 and also at an AARP meeting August 5. Mary Ann Stana will speak at that meeting. The ElderStudy Electronic (EE) subcommittee developed an ES presence on Facebook to reach people who use social media.

The Committee presented three recommendations: (1) To send ballots via first-class mail to the households of all members, separate from any mailing of the February newsletter; (2) To allow members option of electronic delivery of all newsletters; and (3) To approve Pat Parkinson as the Membership Committee Chairman for the upcoming academic year. The Board adopted all three recommendations.

TREASURER'S REPORT (3rd quarter financial reports attached). John reviewed the year-to-date Operations Report #9 and Balance Sheet Report #3. The Board approved the reports that must be sent to the University to fulfill a requirement in the MOU. The CD that matured May 27 was renewed for nine months at 0.1% interest.

UNFINISHED BUSINESS

Rescission of 12/5/13 Board Motion re Delivery of Paper Copy of Membership Roster. Mary Ann Stana moved to rescind the 12/5/13 motion passed by the Board 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." Her motion was seconded and passed unanimously by the Board. Hereafter, members will be given the option of receiving the roster and periodic roster updates electronically. Those who do not "opt out" will continue to receive materials via the U.S. Postal Service (USPS).

Method of Delivering Other Materials. The Fall and Spring schedule of programs, luncheon reservation forms, and other ES communications not specifically excluded from electronic delivery will be sent electronically to those members who "opt out" of USPS delivery each year, either via the form on which they submit their membership dues or another communication during the year.

UMW's Installation on Cable Protectors on the Floor. UMW has not installed cable protectors to cover the cables on the floor. This matter will be revisited in the fall.

NEW BUSINESS

Nominating Committee. Mary Ann Stana moved to adopt the Committee's recommendation for the officers listed below for the 2014-15 year. The motion was adopted unanimously.

President: Chuck Watkins
Vice-President: Barbara Barrett
Secretary: Randy Fennemore
Treasurer: John Thompson

2014-15 Proposed Budget and Supporting Materials (attached). John reviewed the proposed budget, including the membership fee schedule for those interested in joining near the end of the academic year. Earlier in this meeting the Board approved sending ballots to members' households via first-class mail. From the Bylaws, this activity falls under the Secretary's duties. Barbara Barrett moved "to create a line item under the Board of Directors expenses for mailing of the ballots in the amount of \$200 and to take that

amount from the Membership Committee's newsletter line item." The motion was seconded and passed the Board. The Board then adopted the Administration Committee's recommendation for the 2014-15 Budget, subject to the above motion.

Recommendation for Distribution of 2013-14 Excess Funds (attached). John presented the Administration Committee's recommendation for distribution of these funds. The Board adopted the recommendation unanimously.

Recommendation for Revisions to the Policies and Procedures Document (excluding Section A). changes to the proposed *Policies and Procedures* revisions were suggested.

- (1) Make consistent all references to the location of the filing cabinet.
- (2) Amend the new paragraph at the top of page F-5 to read, "Cancelling a program for any reason is primarily the responsibility of the sponsor, who must inform our [webmaster](#), [the telephone committee person](#), and [the Curriculum Committee Chair](#), so that the announcement can be made in a timely manner. This does not preclude the President or [Curriculum Committee Chair](#) or his/her designee from urging a cancellation if he/she feels it is in the best interests of the membership.'

John moved that the Board approve the non-Section A revisions of the *Policies and Procedures* with the three changes relative to (1), (2), and (3) above. The motion was seconded and passed unanimously. All changes approved by the Board will be incorporated in an updated *P&P* document available in the fall.

The Board authorized John to contact Susan Knick about who should be involved in MOU changes.

ANNOUNCEMENTS

Alan Zirkle showed the PowerPoint presentation created for the Art of Aging exposition and AARP meeting. This show can be offered at various venues. The next Board meeting will be held September 3, 2014 at 10 a.m. at the LLC.

The meeting adjourned at noon.

Barbara Barrett, Secretary

Date Approved: _____

