

MINUTES

QUARTERLY ADMINISTRATION COMMITTEE MEETING

November 26, 2013 at the Center For Lifelong Learning

1. The Meeting was called to order by the Chairperson at 1 PM as scheduled. Committee Members present were Margaretta Williamson, Phil Hall, and John Thompson; Thanksgiving travel plans limited the attendance.
2. The **Treasurer's Report** was presented by John Thompson and consisted of preliminary versions of the Year-To-Date Operations Report plus the First Quarter Balance Sheet Report. It was noted that the income from membership fees received to date was sufficient to cover the yearly budget. Both reports will be updated through November 30th for presentation at the December 4 Board Meeting.
3. There was no **Old Business** to discuss.
4. Under **New Business**, the Chair reported that the 2012-2013 Annual Audit had been completed by Wendell Anderson and would be presented at the Board of Directors Meeting for concurrence prior to filing. The subject of the Annual Bachelor of Liberal Studies Scholarship was discussed and a recommendation will be provided at the December 4th Board Meeting.
5. The next Administration Committee Meeting is scheduled for Tuesday, February 25, 2014 at 1 PM in the Stafford Campus Classroom (SC210S). A key element of this meeting will be the kick-off of budget preparation activities for the 2014-2015 Year.

Respectfully submitted,

John Thompson, Chairperson