

ELDERSTUDY ADMINISTRATION COMMITTEE

QUARTERLY MEETING MINUTES & REPORT TO THE BOARD

(September 3, 2014)

1. The Quarterly Meeting of the Administration Committee was held on August 26, 2014 at 1 PM in the UMW Center for Lifetime Learning (Room 210S at the Stafford Campus). Attendance was plentiful (B. Barrett, A. McGrath, W. Jones, P. Hall, A. Zirkle, R. Fennemore, P. Parkinson, D. Lewis, D. Meyers, J. Thompson and C. Watkins). The Tentative Agenda for this meeting was distributed in advance, was posted on the ElderStudy website, and is attached for reference.
2. **Treasurer's Report.** The Treasurer presented a Preliminary Operations Report and a Preliminary 4th Quarter Balance Sheet Report which covered the period from September 1, 2013 thru August 25, 2014. As had been anticipated in June when the Recommendation For Grants was made and approved, the 2013-2014 expenses exceed the approved budget but are within the income level associated with the 2013-2014 Membership Fees. Some additional expenses were anticipated by the end of August (the end of the fiscal year). A preliminary status report regarding Certificate-of-Deposit interest rates was provided. Following review and discussion, the Committee approved the reports, with any necessary updates, for presentation at the September 3, 2014 Board of Directors Meeting.
3. **Old Business.** The Chairman reported on the status of revisions/updates associated with the 2014 Policy & Procedures document. Ms. Susan Knick and Dr. Mark Safferstone have both been contacted regarding a desire to update the Memorandum Of Understanding (MOU) between the University and ElderStudy; the University Representative should be identified in the near future. Except for Section A on governing documents, all other sections of P&P have been updated as approved by the Board and copies of P&P 2014 will be distributed prior to adjournment of the Board Meeting.
4. **New Business.**
 - a. **Annual Audit.** The August Newsletter contained a "HELP WANTED" item seeking a member to conduct the Annual Financial Audit. Mr. Wendell Anderson has volunteered to perform the audit. Anne McGrath made and Whit Jones seconded a motion that the Committee recommend Mr. Anderson to perform the 2013-2014 Annual Audit; the Committee approved the recommendation for presentation to the Board at its September Meeting.
 - b. **ElderStudy Honorary Membership.** In early July, a retiring/retired UMW Administrative Faculty member submitted an inquiry to the website asking whether or not he qualified for a No-Fee Honorary Membership. Following several weeks of email communications, it was concluded that an Honorary Membership was appropriate. It was also concluded that clarification of the decision-making process relative to Honorary Membership qualification should be undertaken and that it was a Membership Committee activity.

5. **Next Committee Meeting**. The next Quarterly Administration Committee Meeting will be held on Tuesday, November 25, at 1 PM in the Stafford Center for Lifetime Learning Classroom (SC210S). One of the topics for discussion will be to develop a Committee recommendation regarding the funding of the ElderStudy BLS Scholarship for 2015-2016.

Respectfully Submitted: John Thompson, Committee Chair