

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW Stafford Campus, South Building, Room 210 (SC210S)  
March 4, 2015**

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held at the UMW Stafford Campus, South Building, Room 210, on March 4, 2015. President Chuck Watkins called the meeting to order at 10:00 a.m. Other Board members present were Barbara Barrett (Vice President and Acting Secretary, substituting for Randy Fennemore, absent), John Thompson (Treasurer and Administration Committee Chair), Peggy Gratz, Phil Hall, Donna Lewis, Bill Toomey (Immediate Past President), Bill Wemmerus, and Mel Wright, Others attending were Chuck Johnson (new Curriculum Committee Chair), Dot Meyers (Newsletter Editor), Anne McGrath (substituting for Pat Parkinson, Membership Committee Chair, absent), and Joan Bitely.

John moved to approve the December 3, 2014 minutes as posted. The motion was seconded and passed.

### **STANDING COMMITTEE REPORTS**

**Administration Committee (AC report attached).** On February 24 AC members reviewed the Treasurer's preliminary Operations Report and Preliminary Balance Sheet Report for September 1, 2014 through February 23, 2015. Membership fees received cover the approved, amended budget and at this time, all expense categories are expected to be within budget. Changes to the Memorandum of Understanding (MOU) with the UMW are being discussed by President Chuck Watkins and University Representative Mark Safferstone. A formal Budget Call to prepare next year's budget will be issued by the AC in March. The Treasurer distributed a proposed Appendix H to be added to the *Policies and Procedures* document. That appendix summarizes where financial policy and procedures are located in the *P&P*. Resignations from long-time, valued AC members Anne McGrath and Whit Jones were regrestfully received. The Committee will meet next on Tuesday, May 26, at 1 p.m. in Room 210.

**Curriculum Committee (CC).** Chuck Johnson (whose electronic vote of approval by the Board as Chairman will be ratified during this meeting), reported that specific duties are being worked out. At this point, Joe Alfred is the session scheduler and Chuck is the administrator. Neither Chuck Watkins nor John Thompson has access to the "dropbox" that would enable them to look at various reports. This matter will be explored. The next CC meeting on March 19 will be an important session to discuss functional and financial matters. Bill Wemmerus, outgoing Chairman, said that the CC could finish the year \$200-400 under budget (partly because weather conditions cancelled programs) and that Alan Zirkle's extended absence next fall will require identifying a backup person to notify members of schedule changes, etc.

Regarding payment for ES trips, John Thompson said the correct procedure is for individuals to make checks payable to Mary Washington ElderStudy. If ES has not contracted for a specific service (e.g., a bus), the practice has been for attendees to make checks payable to the trip organizer who then writes a single check payable to the entity involved (e.g., wine owner sponsoring winery tour). CC members will discuss payment procedures at its next meeting.

**Membership Committee (MC).** The MC meeting has been postponed to March 11 when planning for potluck dinner and anything else will be discussed. Jack Sulima will relieve Chuck Johnson from preparing the membership roster.

**TREASURER'S REPORT (financial reports attached).** ES now has 257 members, including 11 retired faculty. The CD that matured last Friday could not be renewed until Tuesday. It has been a nightmare to renew the CDs because Wells Fargo had registered them as personal account, but used ES's EIN. This is being corrected as each CD matures. In addition, interest rates are so low as to be meaningless. Mel moved to accept the Treasurer's report. The motion

was seconded and passed.

## **UNFINISHED BUSINESS**

***Nominating Committee (NC).*** Chuck Watkins reported that the NC recruited five candidates for the three Board of Director positions. Ballots were recently mailed to the membership.

***Approval of Proposed Changes in Section A of the P&P (excluding the MOU).*** The Board approved proposed changes to the Constitution and Bylaws at its December meeting. Marked-up copies have been sent electronically and via USPS to the members who will vote on the changes at the March 18 General Membership Meeting.

## **NEW BUSINESS**

***Ratification of Board E-vote Approving Chuck Johnson as Curriculum Committee Chair.*** John Thompson moved to ratify the vote approving Chuck Johnson as the Curriculum Committee Chair. The motion was seconded and passed.

***Use of ES Membership Roster by UMW Organizations.*** ES does not provide our roster to UMW. A member must have given it to the Dance and Theater Department. Another member, who never had any contact with the Department, objected to receiving a mailed notice of an upcoming play. Several Board members noted that UMW does a lot for ES and that anyone may request being dropped from a mailing list. John Thompson moved to take no action on this matter. The motion was seconded and passed.

***Research Project Request.*** Chuck Watkins was contacted by a Germanna Community College nursing student about ES members participating in a study on aging. This project had not undergone an Institutional Research Board (IRB) review. After consulting our Board, he contacted Dr. Safferstone who said the faculty member involved should get in touch with him. Chuck relayed the message, but the faculty member made no contact, choosing instead to go to the mall to recruit participants. IRB approval of any study involving human subjects is important to have for ES participation.

***Elimination of February Newsletter with Ballots Now Being Mailed Separately.*** Board members briefly discussed the pros and cons of taking this action. More positive reasons for keeping that issue were put forward than negative ones. Chuck Johnson moved to eliminate the February newsletter. The motion died for lack of a second.

***Request for Volunteer to Reconcile Bank Accounts.*** John said our bylaws require that the Treasurer reconcile the ES checking account each month and save those reconciliations for the annual audit. He has set up a simple system that makes it easy to accomplish this task. Whit Jones has been conducting those reconciliations for several years, but given his recent resignation, John needs someone else to take over this task. Dot Meyers volunteered to do this. John then moved that she be approved by the Board. The motion was seconded and passed.

## **ANNOUNCEMENTS**

The General Membership Meeting will be held March 18 at 10 a.m. at the LLC.

The meeting adjourned at 10:52 a.m.

Barbara Barrett, Acting Secretary

Date Approved: \_\_\_\_\_