

Membership Committee Meeting Minutes

April 21, 2015

- Attendance: Eight committee members were in attendance
 - Minutes: The minutes from the March 11, 2015 meeting were approved.
 - Old Business: Peggy Gratz contacted Debra Wander at UMW's Human Resources Center about the Retirement Letter will send the letter to faculty retirees next week.
 - New Business:
 - Chairperson: The committee voted unanimously to nominate Pat Parkinson to continue to serve as our chairperson for the 2015-16 year. This information will be submitted to the Board of Directors.
 - Newsletter Discussion: Member Susan Lazanov, formerly with the Washington Post, has volunteered to write a column (bio) for each newsletter featuring a member or members of Elder Study. It was decided to pursue this idea with Susan directly. Dottie Meyers will reach out to Susan, and we will continue to discuss this idea at the future meeting.
 - Art of Aging Expo: After much discussion, the committee decided not to have a display at the 9th Annual Art of Aging Expo this year. This is something that can be pursued in the future.
 - Brochures/Rack Cards: It was recommended and agreed upon that we should replenish our supply of Rack Cards with money remaining in this year's budget. We will wait until after the Board of Directors meeting to determine if changes will be made to the membership fees before ordering more cards. Several other changes were also recommended, including an updated photo and information regarding our organization's tax status.
 - End-of-Year Luncheon Update: Eugenia Jones reported that all plans are in place for the Thursday, May 14 luncheon. We need to ask Alan Zirkle to send out a reminder to the membership as we currently have only 18 RSVPs. We are also reminded that volunteers are needed on Wednesday, May 13, from 1-3 pm, to assist in the set-up for the luncheon. The musical entertainers were asked to provide Chuck Watkins with a brief bio/introduction.
 - Auditing of Classes at UMW: We reviewed the information regarding the listed member benefit of auditing classes at the university, as stated in Appendix G-14. We agreed that clarification and updating of this information needed to be made. Chuck Watkins agreed to compose a paragraph correcting this information. As we discovered, free auditing of classes is very limited, and is not restricted to our membership. Chuck will post the website containing the with the auditing application.
 - Policies and Procedures Review: No changes were recommended regarding the contents relating to the Membership Committee found in the Policies and Procedures Manual. However, committee members were urged to review Appendix G and have all changes/updates to Pat Parkinson as soon as possible. She must submit recommendations to John Thompson by May 1, 2015.
 - Proposed Budget:
The following is being proposed for the 2015-16 Budget for the Membership Committee
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|------------|-------|
| Rack Cards | \$100 |
|------------|-------|

Stationery/Supplies	\$200
Gifts/Remembrances	\$100
Name Tags	\$300
Newsletter	\$1,000
Postage/Mailing/Copying	\$200
Website Renewal (2 yr.)	\$180
Telephone	\$150
Meetings/Special Events	<u>\$1,190</u>
Total	\$3,420*

(*This budget was developed after considering past spending patterns and projecting future needs. Note that this budget reflects a decrease from the present budget.)

Respectfully submitted,
Donna Lewis
Membership Secretary