

Administration Committee Meeting Minutes: Nov 2015

The Administration Committee held its most recent quarterly meeting on November 24th in the Center For Lifelong Learning. A Tentative Agenda was issued about two weeks in advance of the meeting; this agenda was also posted on the ElderStudy website.

The Treasurer provided preliminary financial reports for the period from September 1 to November 23. Income from membership fees slightly exceeds the amount necessary to fully-fund the approved 2015-2016 budget. Additional new memberships are anticipated in December and January. When the First Quarter Financial Reports are approved by the Board of Directors at its December 2 Quarterly Meeting, they will be posted on the ElderStudy website and will be provided to our University Representative in accordance with the Memorandum of Understanding with the University.

Under New Business, the Committee received a preliminary report regarding the 2014-2015 Annual Audit conducted by Member Wendell Anderson. This audit did not reveal any deficiencies in the ElderStudy financial system. Upon approval of the Audit Report by the Board, the Treasurer will file the ElderStudy Federal Tax Return for the period September 1, 2014 to August 31, 2015.

Also under New Business, the Committee developed a recommendation regarding the BLS Scholarship to be provided to the University for the 2016-2017 academic year. The recommended amount is consistent with the approved budget. Approval of the recommendation will be requested at the December 2 Board Meeting.

The next meeting of the Administration Committee is scheduled for February 23, 2016 at 1 PM in the Center for Lifelong Learning. Key elements of this meeting will be the initiation of the 2016-2017 Budget Call and the call for Annual Review of the Policy & Procedures Document. ElderStudy Members are welcome to attend the Administration Committee Meetings.

Respectfully, John Thompson, Committee Chair