

Membership Committee Meeting Minutes
February 17, 2016

- Attendance: Nine committee members were in attendance and two visitors Mel Wright and Joan Bitely attended
- Minutes: November MC minutes from the November 18, 2015 meeting were approved.

- Old Business

Group discussed updating (editing or deleting) Policy and Procedure Section G and Appendix G suggested by Patricia Parkinson and approved the following updates:

- Change MC Telephone task title on G-3 #3 to Voice Mail Inquiry and add detailed procedure to Appendix G-24
- Appendix exchange G4 titles Brochure to Rack Card
- Delete prior years - 2016 MC Chair approval procedure from Section G
- Faculty dining available for ES Members at faculty discount - delete Seacobeck Hall and insert University Center 4th Floor 1301 College Ave., Fredericksburg, VA 22401 or Eagle Nest in Woodward Campus Center Change the G-14 #7 (TBD by Dr. Safforferston)
- No decision whether to publicize openly when Chair positions are available but was verbally stated at 2015 fall General Meeting

- New Business

Carolyn Sulima is presently arranging Catering services for the Spring General Meeting on March 16 at 10 AM.

Peggy Gratz volunteered to seek event entertainment for the Year End Luncheon in May. She will also be Consulting the UMW's Human Resources Center about the number of ElderStudy Faculty Retirement Letters issued for honorary membership. Peggy contacted Dr. Safferston to renew the ElderStudy members dining at University Center – food court purchased at faculty discount.

- Volunteer Task Reports

-John Parkinson reported that two thirds of the MC budget \$1764 is used to offset a portion of the Meetings/Special Events Expense listing was spent and about \$2650 remains.

-Carolyn Sulima reported all new nametags were received and are available for new members. Carolyn also reported the cost for mailing 2014 – 2015 unclaimed nametags to home addresses postage was about \$30 postage. MC determined that nametags not physically claimed by new members would be kept nametags in storage until new members claim for a limited time.

-Jack Sulima stated the total number of new members on roster is 260 and that 78 new members joined since September 2015 to present date.

-John Parkinson will continue entering website data and photo posting. Chuck Watkins paid the final payment of existing ElderStudy.com website. Anne McGrath transferred website ownership name is Chuck Watkins, but that Anne's son still owns the website.

-Dottie Meyers stated delayed Newsletter posting due to computer crash but John was notified to post it online. Extra hard copy newsletters are available on the bulletin board table.

-Patricia Parkinson reported task of absent volunteers:

- *UMW Voice Mail Inquiries checked by Nancy Neil were an average of 1 – 2 calls/month,
- * Welcome Packets by Susanne Lazanov were sent to all new members on time.

*Peggy Verdine already created ideas for Outreach and Publicity winner drawings in the next outreach event.