

ELDERSTUDY ADMINISTRATION COMMITTEE
QUARTERLY MEETING MINUTES/REPORT TO THE BOARD

(August 27, 2015)

The Quarterly Meeting of the Administration Committee was held on August 25, 2015 at 1 PM in the UMW Center for Lifetime Learning (Room 210S at the Stafford Campus). Participants in this meeting were: Barbara Barrett, Joan Bitely, Judith Crissman, Randy Fennemore, Dottie Meyers, Mike Redding, Chuck Watkins, Alan Zirkle, and John Thompson. The Tentative Agenda for this meeting was distributed in advance, was posted on the ElderStudy website, and is attached for reference.

Treasurer's Report. The Treasurer presented a Preliminary Operations Report and a Preliminary Balance Sheet Report for the period from September 1, 2014 thru August 24, 2015 (approximately 4 Quarters). Year-to-Date expenses excluding the year-end Grants were noted to be within the approved Budget. Expenses including the Grants (\$2,700) exceeded the Budget but this total was less than the income from 2014-2015 membership fees. The Year-to-Date Balance Sheet Report shows a net balance approximately equal to that at the start of the year.

Two Time Deposits (CD's) matured during the Fourth quarter and were reinvested for periods of 39-months in order to obtain a "more favorable" interest rate of 0.30%. A third Time Deposit will be up for renewal in early December.

Limited expenses associated with 2015-2016 have been incurred but these are not included in the Reports.

Old Business. The Chairman reported that revision of the Policy and Procedures document has been completed. The Revised P&P will be distributed at the September 2 Board Meeting.

New Business.

- a. There were no responses to the "HELP WANTED" article in the August newsletter. Following the Admin Comm meeting, John reached out to Wendell Anderson who had done the Annual Audit in the past. Mr. Anderson agreed to do the 2014-2015 audit and is recommended by the Administration Committee. Board approval is required.
- b. In mid-June, an inquiry was received from Chancellor's Village as to how they might participate in the ElderStudy Program and inquiring if ElderStudy could also hold programs at their site. The Admin Chair met with a Chancellor's Village management representative on August 20 for discussions regarding ES organization/operations and CV potential contributions. NO further actions are pending at this time unless the Board and the Curriculum Committee decide to operate a second classroom at CV.
- c. Bachelor of Liberal Studies Scholarship. (a) A previous recipient of the Scholarship, Mr. Christopher H. Snider, graduated in May with the Class of 2015. He received a Bachelor of Liberal Studies: Leadership and Management degree. (b) A detailed THANK-YOU letter has been received from the 2015-2016 recipient, Kimberlie Morris. Kimberlie is enrolled in the BLS Business: Leadership & Management program. I would like to read portions of this letter to you to illustrate its impact.

The **Next Meeting** of the Administration Committee is scheduled for Tuesday, November 24 at 1 PM in the Center for Lifetime Learning.

Respectfully submitted, John Thompson, Admin Chair