

ELDERSTUDY ADMINISTRATION COMMITTEE

QUARTERY MEETING MINUTES

(May 28, 2015)

The Quarterly Meeting of the Administration Committee was held on May 27, 2015 at 1 PM in the UMW Center for Lifetime Learning (Room 210S at the Stafford Campus). Participants in this meeting were: Barbara Barrett, Judith Crissman, Sara Fartro, Phil Hall, Pat Parkinson, 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. Several discussion papers were also distributed in advance to Committee members.

Treasurer's Report. The Treasurer presented a Preliminary Operations Report and a Preliminary Balance Sheet Report for the period from September 1, 2014 thru May 25, 2015 (approximately 3 Quarters). No issues were detected. It was noted that two of the ElderStudy Capital Reserve Time Deposits will be maturing during the summer and actions by the President and Treasurer will be required for reinvestment.

Old Business. There was no Old Business to report.

New Business.

- a. The first item of New Business addressed the potential Budget for 2015-2016 (September 1, 2015 to August 31, 2016). The Budget submissions from the respective Committees were reviewed. No issues were noted and a Committee Recommendation will be presented to the Board under its New Business.
- b. A companion action to the Budget is the development of a Recommended Membership Fee structure regarding potential income to pay for the budgeted expenses. There was considerable discussion on probable memberships for 2015-2016 as this determines the basis for projected income. In addition, there was considerable discussion regarding potential Membership Fee structuring. This latter involved serious consideration for member-voiced concerns relative to single versus couple fees. The Committee developed a Recommended Membership Fee Plan for presentation to the Board under its New Business discussions.
- c. The Committee addressed the subject of potential Grants to the University Departments whose faculty provided programs during the 2014-2015 Year. There were 22 programs presented by faculty members. Consideration was also given to availability of funds to make a grant to the Great Lives Series as has been done for the past 2 years. The Committee developed a Grants Recommendation for presentation to the Board under its New Business discussions.
- d. The Committee discussed candidates available for the Administration Committee leadership position (ie, the Chair) for 2015-2016. The Committee unanimously recommended John Thompson who agreed to serve for one more year.
- e. In response to the Call for Revisions of the Policy and Procedures Document (excluding Section A which was revised in March 2015), ten recommendations were received from members and Committees. All were discussed at the May 26 Meeting and recommended actions/approvals were made. The Recommended Actions in Sections B thru G will be presented to the Board for approval. Recommended actions applicable to the Appendices will be incorporated in the next P&P update. A

P&P Subject Index and a new Appendix on ElderStudy Financial Practices Tutorial will be presented to the Board as a courtesy.

The **Next Meeting** of the Administration Committee is scheduled for Tuesday, August 25 at 1 PM in the Center for Lifetime Learning.

Respectfully submitted,
John Thompson, Administration Committee Chair