

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING**

**UMW Stafford Campus, South Building, LLC (SC210S) September 2, 2015**

The Mary Washington ElderStudy (ES) Board of Directors quarterly meeting was held at the UMW Stafford Campus on Wednesday, September 2, 2015. Chuck Watkins (President) called the meeting to order at 10 a.m. by welcoming Joan Bitely, who replaces Rose Wesson who resigned. Other Board members present were Mel Wright (Vice President), Randy Fennemore (Secretary), John Thompson (Treasurer and Administration Committee Chair), Jack Allison, Peggy Gratz, Chuck Johnson (Curriculum Committee Chair), and Donna Lewis. Also attending was Pat Parkinson (Membership Committee Chair).

John moved that the minutes of the Board's June 3, 2015 Meeting be approved as posted. Mel seconded. Approval was unanimous.

**STANDING COMMITTEE REPORTS**

**Administration Committee (AC report attached)** John provided the Board with an overview of the AC August 25, 2015 meeting. Subjects discussed included preliminary 4Q financial reports, adjustment to the strategies for CD renewals (39 months for most recent renewal rather than short term), revisions to the Policy and Procedures document completed and they will be distributed to Board at this meeting. After no response to "Help Wanted" article in August newsletter for an auditor, John asked Wendell Anderson who agreed to do the 2014-2015 audit. Board gave unanimous approval for Wendell. Chancellor's Village requested a way to participate in ElderStudy (ES) via having some ES meetings at their site. Board took no action. A thank you letter was read from Kimberlie Morris, the most recent recipient of the ES Bachelor of Liberal Studies Scholarship. Next meeting will be Tuesday, November 24 at 1 PM in LLC.

**Curriculum Committee (CC)** Chuck Johnson reported no issues with the fall schedule and said planning for the spring semester is off to a good start. The budget limit is getting close and the CC may need to request an increase in funding. Next meeting will be October 15th on the main UMW Campus after the UMW Convergence Center tour on the main campus.

**Membership Committee (MC)** Pat reported that 4 visitors attended the August 26th meeting and are willing to help. Susanne Lazanov will handle the Welcome Packages for new ES members and the Falls Run presentation. Peggy Verdine will handle Out Reach. ES rack cards are being distributed throughout the community. Donna Lewis will co-

ordinate the calling of the 76 former ES members to remind them to renew by September 12th to receive a \$5 discount. Carolyn Sulima will handle the catering for General Membership Meeting October 21st. Sherrill Bartholomew and Suzanne Willis are leaving the MC after many years of service. At this point 167 members. The 2015-2016 Budget is based on 232 paying members. Should membership fall below this number, John stated that the treasury is in a good position to absorb costs. There is still a need for a volunteer to handle the ES bulletin board in LLC. The MC has decided to provide background music for the December luncheon at LOW. There will be no vote on the May luncheon until the membership gives input. After the December luncheon, a survey regarding the music options for the luncheons is contemplated to get input from membership. Newsletter deadline is September 20th for the October newsletter.

**Treasurer's Report** John presented the 2014-2015 4Q financial report and Operations Report #12. He noted that there is a carryover for 2015-2016 and that there is more than the required minimum of \$15,000 capital reserve, plus the funds set aside for the relocation from the main UMW campus to the Stafford Campus are still available. Chuck Watkins called for the vote. Mel moved to accept, Chuck Johnson seconded and the Board gave its unanimous approval.

#### **OLD BUSINESS** None **NEW BUSINESS**

**Search for Treasurer for 2016-2017:** For the recruitment of a Treasurer for ElderStudy for 2016-2017, it was agreed make a request for volunteers in the October newsletter. Persons interested will be asked to contact John Thompson. The Board will select the next Treasurer.

**Procedures Manual Coordinator:** It was agreed to also request a volunteer to replace Anne McGrath who is cutting back on all of her committee involvements.

#### **ANNOUNCEMENTS**

General Membership Meeting will be Wednesday, October 21st at 10 a.m. in LLC. The next Board of Directors meeting will be Wednesday, December 2, 2015 at 10 a.m. in LLC.

The meeting adjourned at 10:50 a.m.

Randy Fennemore, Secretary

Date Approved: December 2, 2015