

## **ElderStudy Administration Committee Quarterly Meeting Report/Minutes**

Meeting Date: August 29, 2012

Committee Members Present: Barbara Barrett, Anne McGrath, Phil Hall, Whit Jones, Margareta Williamson, Bill Wemmerus (for the Curriculum Chairperson), and John Thompson.

Enclosure: Tentative Meeting Agenda

Treasurer's Report: The Treasurer presented a Preliminary Operations Report for the 2011-2012 Year and a Preliminary Balance Sheet Report for the same period. Following review by those present, the Committee approved the reports (with any necessary updates) for presentation at the September 5 Board of Directors Meeting.

Old Business: The Manual Review Sub-Committee presented a status report of their efforts to date. The Sub-Committee had met several times during the May to mid-August period to develop a revised document to replace the current Procedures Manual. Following discussions by the Committee, approval was given to present the draft document to the Board of Directors on September 5. This discussion included a plan to provide the information to the Board members and a tentative schedule by which document approval might be achieved. The goal is to obtain Board approval at their December 5<sup>th</sup> Quarterly Meeting and appropriate approvals by the general membership at the March 2013 General Membership Meeting.

New Business: The first topic discussed related to planning for the Annual Financial Audit for the period September 1, 2011 to August 31, 2012. The Audit Report should be received by November 25 for approval by the Board on December 5, prior to filing the annual tax return.

The second topic was a proposal received from Alan Zirkle regarding ElderStudy Ballot Authentication using a random numbering system to track ballots. Random numbering of ballots for future Director Elections was considered to be feasible and achievable. Based on the meeting's discussions, the Administration Committee recommends that ballots for the Annual Director Elections be distributed with the February Newsletter (employing distinctive paper). Electronic distribution of election materials and ballots (with the random numbering system) can be considered in future years provided that the Robert's Rules of Order, Revised (2011) guidelines for obtaining member prior approval for such distribution is obtained; this approval could be included at the bottom of the Membership Registration Forms and be part of the membership process.

Next Meeting: The next Quarterly Meeting of the Administration Committee is scheduled for Tuesday, November 27, in Woodard Room 2 from 1 to 3 PM.

Respectfully submitted,

John Thompson, Committee Chairperson