

**ADMINISTRATION COMMITTEE MEETING MINUTES  
NOVEMBER 27, 2012**

The Administration Committee met Tuesday, November 27, 2012, in Woodard Hall at 1 p.m. Present were Phil Hall, Alan Zirkle, Margareta Williamson, Anne McGrath, Whit and Eugenia Jones, Mary Ann Stana, and Barbara Barrett. Chairman and Treasurer John Thompson was absent because of his wife's medical emergency.

**Treasurer's Reports.** The attached reports were reviewed by the committee:

- 2012-2013 Operations Report 3—Preliminary, and
- 2012-2013 Balance Sheet Quarterly Report 1—Preliminary.

The name tag expense in the approved budget is \$200. Given the actual and anticipated number of members requiring name tags, an additional \$100 is needed. Whit moved to recommend to the Board of Directors that the name tag expense be increased to \$300. The motion was seconded and adopted.

**Old Business.** Anne reported that the draft *Policies and Procedures* document, reflecting changes made by the Board at its September 5, 2012 meeting, was e-mailed to the Board and Committee Chairmen on November 15. This document will be reviewed by the Board at its December 5, 2012 meeting.

Barbara distributed the attached summary describing an addition to the proposed bylaws. One item was overlooked in the revisions undertaken by the Administration Bylaws Subcommittee last spring and summer. It had been approved by the Administration Committee and Board a year ago for inclusion in the *Procedures Manual*. Anne moved to approve and recommend to the Board adding the following clause to the proposed bylaws and changing the lettering of subsequent clauses, thus 4.b.(1)(c) becomes 4.b(1)(d), and so on, ending in 4.b.(1)(j). The motion was seconded and passed unanimously.

**Proposed new 4.b.(1)(c):** *"Ensure that the tentative meeting agenda and supporting documents for major discussion topics are distributed to the Directors, Committee Chairpersons, and other appropriate individuals at least one week in advance of each meeting."*

Alan said the General Membership Meeting scheduled for Wednesday, March 20, 2013, has been changed to Tuesday, March 19, in the Woodard Red Room, because of a conflict with the University's schedule. Members will be alerted to this change in upcoming newsletters.

**New Business.** The annual audit report had not yet been received, so no action was taken.

Alan moved to recommend to the Board that the \$1,000 budgeted for the Bachelor of Liberal Arts scholarship be provided to the University. The motion was seconded and adopted.

Alan urged the Committee to consider an annual ElderStudy (ES) contribution to the Great Lives Chappell Lecture Series sponsored by UMW, with its concomitant publicity for our organization. Anne said the Membership Committee has donated \$100 to Great Lives in memory of ES founders Alice Rabson and Betty Blaisdell. Eugenia reported the ES 20<sup>th</sup> Anniversary Committee will be giving \$200.

John provided the attached list of updates to the ES files in our cabinet in the Chandler Hall classroom.

The meeting adjourned at 1:22 p.m. The next Committee meeting will be held Wednesday, February 27, 2013 at 1 p.m. in Woodard, room 2.

Barbara Barrett, Acting Chair