

MINUTES

QUARTERLY ADMINISTRATION COMMITTEE MEETING

AUGUST 27, 2013 IN WOODARD HALL, ROOM 1

1. The Meeting was called to order by the Chairperson at 1 PM as scheduled. All 10 Committee Members were present. Mr. Bill Toomey was also present.
2. The **Treasurer's Report** was presented by John Thompson; Mary Ann Stana served as Acting Chair during this portion of the meeting. Preliminary versions of the 12-month Operations Report (Income/Expenses) and the Fourth Quarter Balance Sheet Report (Assets/Liabilities) were presented. The reports, with appropriate updates to include all of August, were approved for presentation at the September 4 Board of Directors Meeting.

A question was raised as to a comparison of 2013-2014 memberships received to the same period for 2012-2013. The total membership count is about the same but details of the various membership categories (new/renew, single/couple) were not available. [Note: 3 committee members submitted membership renewals at the beginning of the meeting.]

3. There was no **Old Business** to discuss.
4. Under **New Business**, the Chair reported that no one had responded to the Newsletter item seeking a volunteer to conduct the required Annual Audit and that the individual who had performed the audit during the previous 4 years had not yet renewed the membership. Alan Zirkle stated that if the Chair would prepare a message requesting a volunteer, he would distribute the message via email. [These actions were completed on August 29.]

A question was raised relative to publishing the Roster in the October Newsletter. This topic was deferred to the Membership Committee which was scheduled to meet on August 28. A suggestion was made to continue to publish the Roster as part of the October Newsletter and to provide quarterly updates to the BOD.

5. The next Administration Committee Meeting is scheduled for Tuesday, November 26 at 1 PM in the Stafford Campus Classroom (SC210S).

Respectfully submitted,

John Thompson, Chairperson