

**MARY WASHINGTON ELDERSTUDY  
BOARD OF DIRECTORS  
MINUTES OF QUARTERLY MEETING  
UMW Stafford Campus, South Building, Room 210  
December 3, 2014**

The Mary Washington ElderStudy (ES) Board of Directors' quarterly meeting was held at the UMW Stafford Campus, Room 210 (SC210S), on December 3, 2014. President Chuck Watkins called the meeting to order at 10:00 a.m. Other Board members present were Barbara Barrett (Vice President), John Thompson (Treasurer and Administration Committee Chair), Bill Wemmerus (Curriculum Committee Chair), Randy Fennemore (Secretary), Peggy Gratz, Phil Hall, Mel Wright, additional ES members present were Pat Parkinson (Membership Chair), Sara Fartro (Membership) and Alan Zirkle (Curriculum). Board members absent: Donna Lewis and Bill Toomey.

John moved to approve the September 3, 2014 minutes. Mel seconded. Motion passed.

**STANDING COMMITTEE REPORTS**

**Administration Committee (AC).** John presented a summary of the AC meeting of November 25, 2014 to the Board by announcing that revenues to date are sufficient to cover the approved budget. Additional revenues are anticipated from half-year new memberships. Having no old business, he reported the new business: The AC approved with minor revisions the Policy & Procedures Section A (P&P Section A) prepared by the Special Sub-Committee. He summarized the 2013-2014 annual audit. The AC also developed a recommendation for the 2014-2015 BLS Scholarship.

Next AC Meeting will be Tuesday, February 24, at 1 PM at SC210S. The meeting will feature the kickoff of the 2015-2016 Budget process.

**Curriculum Committee (CC).** Bill Wemmerus announced that the sessions running over the allotted time issue seems to have been resolved. The responsibility of canceling a program is now the responsibility of the sponsor. Photocopying at the UMW Stafford Campus should be done only in the most dire of emergencies and a limitation of 5 pages should be a goal. He thanked the Fennemores for their timely service to the CC. With 44 programs this fall and 43 scheduled for the spring plus 2 more recently requested, CC funds are short and an additional \$200 will be requested. When Prof. Kelli Slunt presented her program on flavor she treated the ES members present to unique flavor combinations. Since the expense was \$137 the CC thought it only prudent to reimburse her for her expenses, which she did not request.

**Membership Committee (MC).** Patricia Parkinson reported that the November MC went well. The Buddy System had a limited response and each member agreed to increase the number of new ES members they contact to 4 or 5. For old business, the MC accepted the revised membership application forms. John Parkinson is the new Webmaster, Jo Anne Mazzetta coordinates the Buddy System, and Nancy Neil handles the telephone inquiries. A secretary for MC is still needed. Donna Lewis served as the acting secretary. For new business, it was agreed to keep refreshments for the General Membership Meetings (GMM) but to keep an eye on expenses as the caterer has increased costs and limited options. Juice will no longer be ordered. The un-budgeted lanyards will be funded from the newsletter line item.

Next MC Meeting will be Wednesday, February 18th at 11 AM.

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**TREASURER'S REPORT.** John Thompson presented the 2014-2015 First Quarter Reports showing that the income received exceeded the approved budget by \$387.50. John had explored finding a CD rate at a bank other than Wells Fargo but found the banks he approached would require ES to incur more expense than the higher rate would provide. He also discovered that when the CDs were set up with Wachovia (predecessor to Wells Fargo) they were set up as a personal account with the ES tax number. As these CDs are maturing they are being changed to business accounts. Wendell Anderson, who performed the annual audit for 2013-2014, sent a letter November 13, 2014, stating that no errors, no inconsistencies, etc. were found. The audit was accepted unanimously by the Board. John reported that a member made a donation as a designated gift for GMM and Special Events. Mel made the motion to accept the check as a line item contribution for refreshments for the GMM. Barbara seconded. Vote: 7 Yeas, 1 Nay. Motion carried. Since a podium light may be needed because of a change in the classroom lighting, Barbara moved that if necessary, a podium light be purchased. Mel seconded. Motion carried with unanimous vote.

John recommended that an Appendix H, ES Financial Practices: A Tutorial be added to the Policies & Procedures manual. **The matter, which does not require the GMM to vote will be discussed at the next AC meeting and be presented to the Board at the next Board meeting.**

**UNFINISHED BUSINESS.** John reviewed the changes to P&P A with the Board. The Board approved the changes with minor changes. Vote: 7 Yeas and 1 Nay.

**NEW BUSINESS.** Chuck activated the ES nominating committee by appointing Barbara, Phil and Bill. Names and biographies are requested by the first of February. Digital pictures will be used if all candidates have one. The Board ratified the transfer of funds for name tag lanyards in the MC budget by a **vote of 7 Yeas to 1 Nay.** Bill asked for approval to reimburse Prof. Kelli Slunt for food. **Chuck called for the vote and a sum of \$75 was unanimously approved.** John will send an appropriate letter to Kelli. Bill also requested an additional \$200 for 2 additional programs. Chuck called for the vote and it was unanimously approved. The BLS Scholarship for \$1,000 was also unanimously approved. Bill, who has announced his retirement from the CC, recommended that the position be two jobs: Scheduler and Chair. **After discussion it was agreed that only the CC Chair needed to be recruited and the Chair can decide exactly how to assign scheduling and other responsibilities.** Alan recommended that the security lady in the lobby be recognized at Christmas with perhaps cookies. Thanks were also expressed to the technician who helped change the lighting situation in the classroom and helps with other technical issues.

Meeting adjourned at 11:47 a.m.

Randy Fennemore, Board Secretary

Approved: