

**MARY WASHINGTON ELDERSTUDY
BOARD OF DIRECTORS
MINUTES OF QUARTERLY MEETING
UMW Stafford Campus, South Building, LLC (SC210S) December 2, 2015**

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

Mel moved that the minutes of the Board's September 2, 2015 Meeting be approved as emailed December 1st. John seconded. Approval was unanimous.

STANDING COMMITTEE REPORTS

Administration Committee (AC report attached) John provided a preliminary financial report to the AC. He let the Board know that the annual audit for 2014-2015 had been completed. Also, the AC made a recommendation on the annual UMW Scholarship. At the February meeting the budget call will be issued for the 2016-2017 year and the potential need for Policy and Procedures Manual will be reviewed.

Curriculum Committee (CC) Chuck Johnson informed the Board that the current fall semester has 41 programs and there are 42 scheduled programs for the spring 2016 semester. There may be an additional program added early in the semester, Samer Shalaby, trustee of the Islamic Center, will be invited to speak. Caroline Sulima is working on this. The CC has budget concerns and said that the budgeted \$7,000 for the year may be too low and he requested an additional \$500. It was suggested that the CC may have to limit programs to 40 per semester, but it was also felt that the CC needs some flexibility to take advantage of timely topics.

Membership Committee (MC) Pat reported that the MC had reviewed the Policy and Procedures Manual and found that Section G was good, but the Appendix needed some editing because of the ES move from Chandler Hall to the Stafford Campus. The next meeting of the MC will be on February 17, 2016, not February 24th as was on the spring schedule. Pat will be ceding her chair and is seeking an experienced volunteer. There are 84 persons who have registered for the Winter Luncheon at Lake of the Woods. Two persons will be attending who only need seating. Current membership figures are either 227 or 228. January may see more persons joining as the membership fee is half price for the final semester. Approximately twenty have joined at this time in the past.

Treasurer's Report John provided the Board with the Treasurer's 2015-2016 1Q financial report and the Operations Report #3, from September 1st to December 1st, 2015. He noted that the income to date exceeds the budgeted expenses by over \$500. There is an anomaly in the income report because of the Curriculum Off-Site Fees resulting from the October 29th trip to Richmond. The CC has spent 31% of its budget through the October programs. John noted that a CD matures December 3rd and he recommended renewing it for 39 months. It was

suggested that it could be moved to the checking account until the impact of the Federal Reserve's decision can be seen. Chuck W. suggested that the decision of how to handle the CD be left to John. Mel moved that the Board accept this suggestion. Chuck J. seconded. The Board unanimously approved.

OLD BUSINESS None

NEW BUSINESS Alan Zirkle currently uses a commercial Internet site to handle ES group emails he sends to the membership as needed. He uses the same site for another volunteer group. He currently has been paying this expense himself. The Board discussed paying him for the portion of the charges incurred by ES, which would be around \$25 annually. John said that the line item in the budget for the Newsletter had sufficient funds to cover this. The renaming of the line item was suggested to be Newsletter/Communications. Pat made the motion that the line item for the Newsletter be used to reimburse Alan Zirkle for the expenses he incurs for the commercial Internet site (currently EarthLink) on behalf of ES. Chuck J. seconded. Board unanimously approved.

Chuck J. made the motion that the Board increase the line item for Speakers/Programs in the CC budget to \$7,500. Peggy seconded. Board unanimously approved.

Nominating Committee (NC), composed of John, Chuck W. and Randy was activated. The newsletter coming in early December will announce this committee and ask for suggestions. The NC has until January 22nd to get nominees.

Chuck W. noted that per our Policies & Procedures, one of the responsibilities of the president is to propose committee chairs for the Board's confirmation. He's identified a willing volunteer with several years experience serving on the Membership committee, but we're still very much in need of someone to take over Admin Committee. The Treasurer's position is also going to be open for the 2016-2017 year. John will be available to help ease the transition for whomever is selected for the position and to file the 2015-2016 tax return.

The BLS Scholarship in the amount of \$1,000 for a UMW student was recommended by the AC. The Board gave its unanimous approval.

Annual Audit statement from Wendell Anderson, auditor for the 2014-2015 year was read by Chuck W. Wendell commented on the detailed and meticulous records and outstanding management of the ES Treasury. The Board unanimously agreed to accept the report.

Chuck J. suggested that the Board consider creating an ad hoc committee consisting of an ES Historian responsible for central coordination of the ES History. Chuck J. also suggested that the restaurants in the Rt. 17 corridor in Stafford County be updated and that a person(s) review the restaurants in this area for the ES newsletter.

The meeting adjourned at 10:52 a.m.

Randy Fennemore, Secretary

Date Approved _____