



## **James Madison University Staff Emeriti Association**

### **Minutes – January 11, 2017**

(9:00am - Wine Price Building, Conference Room 3030)

**Attendees:** Tina Updike, Mary Ann Chatelain, Norma Burkholder, Jane Beach, Milla Sue Wisecarver, and Lisa Hajdasz

- **Approval of Minutes from November 9, 2016 meeting.**
  - Minutes from the meeting on November 9, 2016 were unanimously approved. These will be posted to the SEA website.
  
- **Welcome new committee members: Jane Beach and Milla Sue Wisecarver.**
  - Tina introduced Jane Beach and Milla Sue Wisecarver to the committee.
  
- **Goal #1: Governance structure: (Diane, Lisa and Tina): Feedback on change to Staff Emeriti nomination procedure; update on revised message to administrators and distribution dates?; review draft of 2016 Year End Report and By-laws.**
  - As of the date of the SEA Committee meeting the new policy had not yet been approved.
    - Lisa to touch base with Rick Larson, AVP for HR, Training & Performance, to encourage a swift approval of the updated policy and new nomination form.
  - Committee discussed current nomination procedures and how to increase awareness through education of staff and supervisors.
    - Lisa to look into what HR's role is in educating staff about Emeritus Status.
  - Lisa to send updated Staff Emeriti contact list to Steering Committee.
  - Committee members reviewed the draft of the 2016 Year End Report and additions/changes to the report were discussed. Tina will make the suggested changes and resend the draft to all committee members for final approval. Approvals should be sent via email to Tina.
    - Once approval is attained, Tina will submit to Diane Yerian, HR Director.

- **Goal #4: Increase awareness: (Lisa and Tina): update on new connection with University Communications & Marketing re. Madison Magazine article and marketing help.**
  - Tina met with Jan Gillis and Carolyn Windmiller to begin the process of adding a regular column about the SEA to the Madison Magazine.
    - Deadline for Spring/Summer Magazine is April 7th.
  - Carolyn Windmiller has offered to assist with revamping the SEA brochure.
    - Lisa to send original copy of the brochure to Carolyn.
  - Retirement Workshop on campus: is it possible to have brochures or information about the SEA at the workshop?
    - Lisa will speak with the Benefits team to see what opportunities might exist.
  
- **Goal # 3: Staying connected/planning events: (all members): recap of SEA/FEA Holiday Gala; ideas for winter/spring events(s) using results from SEA brochure mailing.**
  - 13 members of SEA were in attendance at the Gala.
    - Lisa to add photos from the Holiday Gala to the website.
  - Committee discussed tours of new buildings on campus including lunch or dinner.
    - Committee to look into something similar to the Harrisonburg Alumni Chapter tour of CHBS.
    - Lisa to reach out to Alumni to find out details and contact information; Lisa to get contact information to Mary Ann.
    - Possibly spring break or summer.
  - Look into Men's basketball game 2/4 @ 4pm vs Northeastern.
    - Lisa to look into tickets for staff emeriti, and determine when tickets can be claimed.
    - Jane to look into dining options after the game.
  
- **Goal #2: Volunteer activity: (Tina): form a team for HeartChase; collections for area service organization; United Way Day of Caring 5/10; help at JMU Choices events; create SEA T-shirts/hats for sale to members (Mike update)**
  - Discussion tabled until next meeting due to time constraints.
  
- **Next Meeting:**
  - **Wednesday March 1, 2017 at 9:00am** in the Wine Price Conference Room 3030