



James Madison University Staff Emeriti Association

Minutes – March 1, 2017

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

Attendees: Tina Updike, Mary Ann Chatelain, Jane Beach, Milla Sue Wisecarver, Mary Lynne Smith, Nancy Dove, Kathy Sarver and Lisa Hajdasz

- **Approval of Minutes from January 11, 2017 meeting.**
 - Minutes from the meeting on January 11, 2017 were unanimously approved. These will be posted to the SEA website.

- **New Staff Emeriti members (Lisa and Tina): review procedure for “welcoming” new members.**
 - Welcome letters went out to four new SEA members
 - Lisa to update SEA Contact list to correct spelling and preferred names.
 - Tina to update letters to add new steering committee members. Tina will send a copy of the update to committee. Tina will also update website welcome letter.

- **Goal #1: Governance structure: (Lisa and Tina): approval of new Staff Emeriti nomination form?; message to administrators and distribution dates?; set meeting for Bylaws creation.**
 - Policy has been updated to show new Staff Emeriti recommendation procedure.
 - Rick has given approval to send a bulk email to supervisor to make them aware of the new form and procedures.
 - Tina and Lisa will work together to develop a new letter for the email.

- **Goal #4: Increase awareness: (Lisa and Tina): update on new connection with University Communications & Marketing re. Madison Magazine article and marketing help.**
 - A Marketing request was submitted to UCM for a new SEA brochure. Tina has been working with Carolyn Windmiller for the brochure and the Madison Magazine article.

- **Goal #3: Staying connected/planning events: (all members): recap of Basketball/Wood Grill event; update on March luncheon with speaker; update on CHBS tour and reception May 12 or 19; ideas for summer/fall event(s).**
 - 10-12 SEA members attended the event at the Wood Grill following the JMU Men's basketball game on February 4th.
 - Milla Sue volunteered to take pictures at events if Tina was not available to do so.
 - March 15th @ 11:30am - Wood Grill event booked; Football staff will be present to discuss their season; door prizes will be available.
 - Lisa to get raffle tickets for the event. How to pay for the meal for the football team? 2-3 guest speakers.
 - Lisa to get invitation put together; RSVP by March 13th
 - CHBS Tour - May 12 or May 19th has been reserved.
 - Lunch in Dean's Suite followed by tour of CHBS.
 - Committee decided on May 12th.
 - Parking: Specify parking in invitation Handicapped parking available in front of CHBS.
 - Mary Ann will work with Tammy Crawford to reserve the suite and arrange for the tour. Lisa will work with Aramark for catering, \$10 limit on lunch.
 - Lisa will work on a 'Save the Date' for CHBS event once dates have been confirmed.
 - August Faculty and Staff Picnic: encourage Staff Emeriti to attend; reserve space at a table for SEA members.

- **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)**
 - Employee Appreciation Day table - May 11; Kathy to request a table at EAD for SEA to hand out brochures.
 - Lisa to touch base with Carolyn to see if brochure can be done by May 11th.
 - CHOICES: Tina will confirm with Anna Owens and Paul Campbell that the SEA will man an information table for CHOICES on Friday April 7th 9:30 - 2:30, 2 hour shifts; 2 people per shift. Volunteers will be recruited from the entire SEA.
 - HeartChase is April 1st @ 9:30am

- **Next Meeting:**
 - **June 6/7, 2017 at 9:00am** in the Wine Price Conference Room 3030. Lisa will send a Doodle Poll to the committee to choose which date is best.