

# SEA

## James Madison University Staff Emeriti Association

### Minutes – March 23, 2016

(10:00am - Wine Price Building, Conference Room 3030)

**Attendees:** Tina Updike, Gail May, Mike Lam, Nancy Dove, Mary Ann Chatelain, Kathy Sarver, Diane Yerian, and Lisa Hajdasz,

- Approval of Minutes from February 24, 2016 meeting.
  - Minutes from the meeting on February 24, 2016 were unanimously approved. These will be posted to the SEA website.
  
- Goal #1: (Diane and Tina): Administrative feedback re. SEA 2015 Year End Report; governance structure and dues.
  - Diane confirmed that the SEA is no longer considered a pilot project and that HR will continue to support the initiative as best it can.
  - Tina was able to meet with Violet Allain, President of the JMU Faculty Emeriti Association, to discuss how the FEA handled dues and governing structure.
    - Based on the discussion, Tina proposed that the SEA keep any future dues in line with the FEA.
      - The SEA Committee agreed to postpone any dues until July 2018. We will use the upcoming year to work on the association's structure and communication with members.
    - Tina will also work on drafting a set of bylaws for the SEA that outline the SEA mission and policies.
      - Mike and Gail offered to assist in the creation and proof-reading of the by-laws.
  - Tina was also able to share with Violet and Steve Smith, AVP of Constituent Relations, the SEA Year End Report, to which they both provided very positive feedback.
  - Tina also spoke with CVPA Dean, George Sparks, about the success of the SEA year-long pilot project and our goal to raise awareness of the Staff Emeriti designation to the JMU administration and campus community. Dean Sparks suggested presenting this information at an Academic Council meeting. Diane agreed to check into this possibility.

- A suggestion was made to see if the SEA could set up an informational table at the upcoming Employee Appreciation Day on Thursday May 12<sup>th</sup>. This would serve to spread the word about the SEA.
- While meeting with Violet, Tina suggested the possibility of another joint FEA/SEA event. Perhaps the FEA Annual Picnic on August 25<sup>th</sup>. Violet agreed to look into the possibility and get back with Tina.
- Goal #3: How to reach all members: communication to membership (any new members?); work with student volunteer to create logo/branding; SEA brochure/mailer; what information do we want to get back from membership?
  - Lisa will work on using content for the new website pages to create an informational brochure to be used on Employee Appreciation Day. A draft will be sent to committee members for review and proofing.
    - Brochure can also be used as a membership mailing with return postcard that will query communication and participation preferences.
  - Lisa will edit the introduction letter on the SEA website to reflect current information; ie: remove “pilot project”
- Goal #4: Update on website (Lisa): reorganization of our SEA website (post staff emeriti benefits); post/fix event pictures links; post Year End report and “Do Form”?; “Welcome Message” by President Alger
  - Lisa will continue to work on the website; tidying up the navigation, adding benefits pages to the site, and fixing broken web links.
  - Kathy will talk to President Alger about posting a Welcome Letter to the home page of the Staff Emeriti Association website.
  - Steve Smith suggested hosting a panel discussion on the topic of “What you should know and what I wish I had known about Retirement”, with part of this discussion including the subject of Emeritus status. Diane agreed to share this idea with the benefits team who already hold regular educational sessions on retirement.
  - It was brought to the committee’s attention that emeriti are no longer being included in the campus directory. Lisa will reach out to IT to determine the cause.
- Goal #3: Planning Staff Emeriti events in spring and summer (all members): update on Arboretum event; ideas, dates and times; day trip to Montpelier; joint event with FEA (Summer picnic or Holiday Gala)
  - Registration for the Arboretum event has been submitted. Anyone wanting to register from this point forward will have to pay the increased \$20 registration fee.

- Committee brainstormed future event possibilities:
  - Mike will look into Ruby's Arcade
  - Tina will check the new miniature golf pavilion at Mulligans
  - Mike and Gail will draft an invite for the JMU Women's Softball game on April 24<sup>th</sup> @ 2pm.
  
- Goal #2: Volunteer activity (Tina and Kathy): JMU service opportunities update: Choices 4/8 and 4/11, Big Event 4/9, Fall Open Houses
  - Tina will draft an email regarding volunteer opportunities for CHOICES for Lisa to send out to the SEA membership.
  
- Next Meeting:
  - Friday, April 22, 2016 at 10:00am in the Wine Price Conference Room 3030.