



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

### **Minutes – June 7, 2017**

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

**Attendees:** Tina Updike, Jane Beach, Milla Sue Wisecarver, Mary Lynne Smith, Nancy Dove, Gail May, Mike Lam, Kathy Sarver and Lisa Hajdasz

- **Approval of Minutes from March 1, 2017 meeting.**
  - Minutes from the meeting on March 1, 2017 were unanimously approved. These will be posted to the SEA website.
  
- **New Staff Emeriti members (Lisa and Tina): any new members?; need updated membership list for all committee members; updated letters to new members and “Welcome” on website; new brochures created**
  - Lisa distributed a new contact list to committee letters
  - New welcome letter has been posted on the website
  - New brochures are being used. PDF version has been posted on the website. Tina took brochures over to Donna Burch to give to President Alger and to put on the information table in Alumnae Hall.
  
- **Goal #1: Governance structure: (Lisa and Tina): new letter to administrators written and sent; next distribution dates; send new brochure to administrators via campus mail; Bylaws creation—requested template.**
  - Letter to administrators:
    - Tina updated letter to the campus administrators, calling attention to new nomination form and updated policy. Letter went out via bulk email on April 20th.
    - November 2017 – Committee agreed to send letter and brochure through inter-campus mail and send via email.
    - Lisa will talk to the Benefits team to make sure that they have the brochures for retirement sessions and training. Lisa will also check if it would be possible to have someone there to answer questions.
  - Bylaws:

- Tina and Lisa met to begin work on the By-laws. We have the faculty emeriti bylaws and we have tried to reach out to library contacts to try to get a template
  - Mike suggested looking into staff emeriti by-laws at other universities.
  
- **Goal #4: Increase awareness: (Lisa and Tina): update re. Madison Magazine article for Fall issue deadline June 2; report on meeting with LLI and Outreach & Engagement held May 9; add link on JMU A-Z directory for Staff Emeriti Association.**
  - Madison Magazine:
    - A short blurb and pictures were sent to Marketing via base camp in May.
    - Lisa to follow up with Carolyn to make sure SEA will be in the fall issue of the Madison Magazine.
  - LLI and Outreach & Engagement
    - Interim Director reached out to Tina about partnerships, ideas, and collaborations. Met May 9th to discuss ideas with O&E and representatives from the FEA.
    - Committee agreed to send a message to SEA members when Fall 2017 brochure comes out for LLI, informing members of opportunities.
  
- **Goal #3: Staying connected/planning events: (all members): recap of lunch and CHBS tour held May 12; pictures on website from all spring events; send SEA newsletter of all spring activities; ideas for summer/fall events (JMU picnic 8/18, LLI Brown Bag lectures, LLI trips).**
  - Event updates
    - 15 attended the CHBA tour and luncheon. Many responded that they wanted to attend but the date didn't work.
    - Several new members attended the CHOICES event.
  - Lisa to add spring pictures and events to the website.
  - Lisa to put newsletter together with pictures and quotes; also add upcoming dates and LLI information.
  - Upcoming events:
    - Back to School picnic – Friday August 18th
    - LLI Brown bag lunches
    - Wine and Cheese event at JMU Arboretum - Friday Sept 1st, 5-7 p.m.
      - Milla Sue will connect with the arboretum
    - LLI - trip to DC, Sept 20th African American museum
    - Lisa to look into UREC cooking classes
    - Dates for faculty and staff appreciation day athletic events
      - Football – Sept 16th
      - Mike will contact athletics to confirm
    - Holiday Gala - Wednesday Dec 13th

- Friday late July vineyard event: Friday July 21st Cross Keys vineyard 5:30pm - 8:30pm RSVP to staffemeriti@jmu.edu one week before event.
- **Goal #2: Volunteer activity: (Tina): recap JMU Choices (4/7) and EADay (5/11) events; create SEA T-shirts/hats for sale to members (Mike update)**
  - Lisa to create updated name badges for new committee members
  - Mike sent prices from Daniels to Tina for embroidered shirts and caps. Tina to send pricing information to committee members.
- **Next Meeting:**
  - **August 8, 2017 at 9:00am** in the Wine Price Conference Room 3030