



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

### **Minutes – August 8, 2017**

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

**Attendees:** Tina Updike, Jane Beach, Milla Sue Wisecarver, Mary Lynne Smith, Norma Burkholder, Kathy Sarver and Lisa Hajdasz

- **Approval of Minutes from June 7, 2017 meeting.**
  - Minutes from the meeting on June 7, 2017 were unanimously approved. These will be posted to the SEA website.
  - Mary Ann Chatelain has resigned. Do we add a new member now? January?
    - Committee voted to add a new member in January
    - Tina will go back to survey to see who indicated that they would be interested in planning. Lisa to send Tina contact information.
  
- **New Staff Emeriti members (Lisa and Tina): any new members?; lost any members?, new brochures to Pres. Office in Wilson Hall.**
  - Members:
    - 2 new members were added to the Association since the last meeting.
    - 1 member has asked to be removed from the Association.
  - Lisa will take a stack of the new SEA brochures to Patty Long in the President's Office.
  
- **Goal #1: Governance structure: (Lisa and Tina): finalize November mailing of new brochure to administrators via campus mail and electronic message; update on Benefits team adding brochures to retiree sessions; update on committee members speaking at retiree sessions. Bylaws creation—look at other universities?**
  - Tina to update AUH letter. Schedule stuffing party. Lisa to gather supplies.
  - Lisa to ask Tiffany for dates of retirement sessions and send to committee
  - Bylaws: Tina has researched Rutgers' "Silver Knights" staff retiree association. The association includes all retired staff.
    - Tina proposed using Rutgers' bylaws as a template for SEA's by-laws. Committee agreed.
    - Tina and Lisa will work together to complete by the next meeting.

- **Goal #4: Increase awareness: (Lisa and Tina): update re. Madison Magazine article for Fall issue, Winter/Spring deadline?; LLI letter sent to SEA members on 7/31.**
  - Staff Emeriti article has been included in the Fall Madison Magazine, featuring pictures from CHOICES and the CHBS tour
  - Tina and Lisa have been contacted about the Winter magazine through Basecamp (Marketing's project management system). Deadline for content is 9/30/2017
  
- **Goal #3: Staying connected/planning events: (all members): recap of Cross Keys wine event, Arboretum wine and cheese sign-ups, JMU Picnic invitation; pictures on website from summer events; sent SEA newsletter; ideas for fall events (LLI Brown Bag lectures and trips, UREC cooking, Fac/Staff appreciation days at athletic events, holiday gala 12/13).**
  - Event Updates:
    - Cross Keys event was good. 10 members and their guests registered for the event.
    - Arboretum event is coming up on September 1st - 11 members have signed up. Resend information about the event and for those still interested to contact Arboretum directly.
    - LLI email went out to SEA members last Monday with a link to the LLI site
    - Lisa to send additional information about the picnic; send formal invite from the President and to look for the SEA sign to gather and eat
    - LLI event September 26th Brown Bag lunch. Make sure to list parking options for the event in the invitation. Include the blurb directly from LLI. Lunch at the Rocktown Kitchen after the event. Invite to be sent out after the picnic. Include picture of the front entrance. Include information that there is a reception desk right inside the front door. Include directions.
    - UREC cooking class - Lisa to send out information to group
    - Send out information about Faculty Staff Appreciation for sporting events as an FYI.
  
- **Goal #2: Volunteer activity: (Tina): new name tags, create SEA T-shirts/hats for sale to members (Mike update)**
  - Lisa to create blank name tags; reach out to Ginna about SEA logo stickers.
  
- **Next Meeting:**
  - **November 7, 2017 at 9:00am – 11am** in the Wine Price Conference Room 3030