Approved of Minutes from October 8th, 2015:
- Minutes from the meeting on October 8th, 2015 were unanimously approved. These will be posted to the SEA website.

Planning final details for Staff Emeriti events in fall and winter:
- Planetarium (Gail): wrap up
  - 17 Staff Emeriti, 7 guests, and 3 staff members attended the event.
  - The event was very well attended. A good time was had by everyone.
  - The committee said a big thank you to Gail for coordinating.
- Women’s Basketball game (Mary Lynne): invitations sent 10/31, final plans for the game and post-game gathering at O’Neill’s Grill
  - Tina stated that the response has been slow to come in for the basketball game. A reminder email will be sent this afternoon (Nov 4th), tomorrow at the latest.
  - The committee agreed to push the RSVP deadline back to November 11th.
  - Mary Lynne gave an update on logistics that she has been able to coordinate so far with Michael Barry, Director of Marketing.
    - Seating will be in section 104, first 5 rows
    - Handicapped parking along with shuttle service is available in Parking Lot G, located on Driver Dr.
    - A table will be set up inside Entrance Door D that will have giveaways (pom-poms and beads) and provide a place to meet until the game.
    - Lisa will check for any promotions being offered at the game and will include in the event reminder.
- SEA and FEA joint Holiday Gala (Tina): details, invitations, follow-up emails/calls
  - Tina shared the details of the Holiday Gala with the Committee.
• The Holiday Gala will be held on Wednesday December 9th at 6pm in the Festival Ballroom. The cost is $30/per person which includes reception, dinner, and music.
• The music will be provided by the Marlon Foster Band.
• The dress code for the event is Holiday/Festive attire.
• Invitations will be mailed to home addresses the week of November 9th by the Faculty Emeriti Committee. The Staff Emeriti Committee will follow up with reminder emails shortly thereafter.
  ▪ Tina asked that when the reminder emails for the basketball game go, that they include a note about the Holiday Gala invitations being mailed to home addresses.

• Volunteer activity: posting opportunities on the website, JMU service opportunity
  ➢ A Staff Emeriti attending the planetarium event inquired about the possibility of a volunteer/service activity.
  ➢ The committee confirmed their intent to look into volunteer opportunities in the New Year.
  ➢ The committee discussed several volunteer opportunities that could be possibilities and would need further review:
    ▪ JMU Open House volunteers
    ▪ Move-in Day volunteers
    ▪ Choices
    ▪ United Way Day of Caring
  ➢ Lisa shared a Women for Madison event coming up on Thursday, December 10th at 4pm in the Montpelier Room in E-Hall. All Staff Emeriti are invited to participate in the “power hour” and learn more about Women for Madison and how to get involved.
    ▪ Staff Emeriti will be mailed invitations to the event and details will be listed on the Staff Emeriti website.

• Update on Website (Diane and Lisa): comments on other institutions’ websites sent in Lisa’s email, suggestions for changes/additions/reorganization of our SEA website (post emeriti benefits)
  ➢ The committee shared their thoughts on the different websites that were suggestions. Some of the highlights that the committee wished to see on the SEA site included:
    ▪ Organized resources
    ▪ Easy to navigate site
A welcome message from the President that was brief and sincere
Benefits of being a Staff Emeriti and how to become one
Links to Life Long Learning Institute; ways to get involved and stay connected to JMU.

- Lisa will work on creating a page on the website that will concisely outline the benefits of becoming a Staff Emeriti and the process needed to become one.

- How to reach all members: strategies for communication
  - The committee confirmed that it would like to do a mailing of some kind to all Staff Emeriti in the New Year.
  - Some suggestions included
    - the possibility of creating a brochure with a simple easy to read layout that gives more information about SEA
    - An easy way to respond back to the committee to update contact information and confirm preferred contact methods
  - Further discussion was tabled until next meeting to be included in a discussion on continued funding.

- Moving forward: comments and questions on reporting “Pilot Project”, 2016 plans (steering committee members, activities/events)
  - Discussion was tabled for this topic until Diane Yerian could join to give further insight.

- Next Meeting: when?
  - Lisa will send a Doodle Poll invite to committee members to set a date for the next SEA Committee Meeting.