



James Madison University Staff Emeriti Association

Minutes – November 7, 2017

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

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

- **Approval of Minutes from August 8, 2017 meeting.**
 - Minutes from the meeting on August 8, 2017 were unanimously approved. These will be posted to the SEA website.

- **New Staff Emeriti members (Lisa and Tina): any new members?, lost any members?, report on new name tags, stickers, stationery.**
 - Lisa will look into creating a SharePoint site that steering committee members will be able to access to house all SEA documents.
 - Lisa created logo stickers for use on name tags and lapels at events, and created SEA letterhead and envelopes for our correspondence.
 - Lisa to distribute updated contact list.

- **Goal #1: Governance structure: (Lisa and Tina): Review draft of SEA Bylaws – approve?, add new steering committee member in January.**
 - Tina sent a copy of the By-laws out to the steering committee for review.
 - Some suggestions for edits were made; Tina will revise and re-send. Lisa will post finalized By-Laws on the SEA site.
 - Three SEA members indicated that they would like to join the steering committee but are not interested in joining at this time. Tina will contact those members who have been regular event attendees to see if they would be interested in joining.

- **Goal #4: Increase awareness: (Lisa and Tina): update re. Madison Magazine article for Winter/Spring issue; finish 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.**
 - Content for the next Madison Magazine edition will be due February 1st.
 - Lisa will send bulk email to Administrators when JMU returns from Thanksgiving break.

- Tiffany French, HR Retirement Specialist, said that she would welcome brochures and committee members to the quarterly Retirement 101 sessions.
 - Kathy Sarver suggested adding a link to both Faculty and Staff Emeriti pages on the HR Awards and Recognition website.
- **Goal #3: Staying connected/planning events: (all members): recap of Arboretum event, JMU Picnic, and LLI Brown Bag lecture/lunch; attendance figures or 2017 events; pictures on new website from summer events; ideas for 2018 winter/spring events (holiday gala 12/13, new member reception, update from President Alger); time for another membership mailing?**
 - Event Updates:
 - Over the last year we have held 7 events with 114 responses and 69 attendees; the largest attendance being the lunch and tour of CHBS.
 - The Holiday gala is scheduled for December 13th. An invitation will be mailed to members' homes and Lisa will send out a follow-up email reminder.
 - A suggestion was made to create a new member buddy system similar to FEA's practice.
- **Goal #2: Volunteer activity: (Tina): create SEA T-shirts/hats for sale to members?**
 - This project was tabled until 2018.
- **Other Business: Bulk mailing:** Following the meeting, the Steering Committee members assembled the bulk mailing to all JMU administrators and supervisors. A letter from the SEA explaining the staff emeriti nomination process and highlighting the purpose of the association, along with a copy of the new SEA brochure, was inserted into addressed envelopes and placed in MSC numerical order for campus mail.

As a follow-up to the campus mailing, a bulk email with the letter and SEA brochure was sent to all JMU administrators and supervisors in December.
- **Next Meeting:**
 - **January 9, 2017 at 9:00am – 10:00am** in the Wine Price Conference Room 3030