Minutes – December 2, 2015
(9:30am - Wine Price Building, Conference Room 3030)

Attendees: Tina Updike, Mary Lynne Smith, Gail May, Mike Lam, Lisa Hajdasz, Diane Yerian, Nancy Dove, Kathy Sarver

- Approval of Minutes from November 4th, 2015 meeting:
  - Minutes from the meeting on November 4th, 2015 were unanimously approved. These will be posted to the SEA website.

- Planning final details for Staff Emeriti events in fall and winter:
  - Women’s Basketball game (Mary Lynne): wrap-up
    - Though the turn out for the event was small, it went well and those attending had a lot of fun.
    - Thank you to Kathy for providing the beads and pom-poms for the event.
  - Tina will keep the beads and pom-poms for future events.
  - SEA and FEA joint Holiday Gala (Tina): details, invitations mailed, follow-up emails, attendance
    - The Holiday Gala will be held on Wednesday December 9th at 6pm in the Festival Ballroom. The cost is $20/per person which includes reception, dinner, and music.
    - 12 attendees have responded so far.
    - A follow-up email was sent to Staff Emeriti on Tuesday December 1st.
    - Tina will be making a greeting to the Gala attendees at the event.
    - Please let anyone know who expresses interest in the event to contact Sherry King.

- Moving forward: comments and questions on reporting “Pilot Project”, 2016 plans (steering committee members, activities/events)
  - Diane confirmed that she would recommend continuation of the committee and project. Diane confirmed that she would also support continued involvement by HR staff, and would pursue a budget initiative for FY2017 funding.
Diane suggested that the committee put together an Annual Report of the project’s accomplishments over the last year that she could then present to Mr. King and Dr. Langridge.

- Diane would need the completed report by end of January 2016 as the report would then be used to create the budget initiative for FY2017
- Tina will create a first draft of the report to send to committee members by mid-January for additional input and feedback
- Suggestions on what to include in the report included:
  - Attendance and participation
  - Plans for continuity of the committee
  - Plans for developing governing principals

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 staff emeriti benefits)

- Lisa will be meeting with Brooke Bailey to update Do form so that its functionality is easier for the end user and the results more meaningful for the committee.
- The committee gave their approval to transfer the event pictures to the SEA home page.
- Kathy will reach out to President Alger to ask him to write a “Welcome Message” for the SEA Website homepage.

Volunteer activity (Tina): posting opportunities on the website, JMU service opportunity

- Tina has spoken with Michael Walsh about the possibility of working with next year’s Fall Open House.
- Other opportunities to volunteer include:
  - Choices: February 13, April 8, April 11
  - The Big Event: Spring 2016
    - Kathy will look into details of the event and report back to the committee.

How to reach all members: strategies for communication

- Lisa is currently working on the Do page to capture Staff Emeriti interests.
- In the new year, the committee will look into the possibility of working with a student volunteer to help develop:
  - Branding and a logo for SEA.
  - A brochure/mail piece for distribution to all Staff Emeriti
• It was brought up that Faculty Emeriti have bricks placed around the Burress Fountain to commemorate their service. It was suggested that SEA look into options for Staff Emeriti commemoration when the committee resumes next year.

• Next Meeting:
  ➢ Wednesday February 10, 2016 at 10:00am in Wine Price Conference Room 3030.