



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

### **Minutes – January 9, 2018**

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

**Attendees:** Tina Updike, Jane Beach, Milla Sue Wisecarver, Mike Lam, Norma Burkholder, Alma Hale-Cooper, and Kathy Sarver.

- **Welcome new Steering Committee member: Alma Hale-Cooper**  
Everyone enthusiastically welcomed Alma to the Steering Committee. Nancy Dove has resigned from the committee due to family issues. On behalf of the entire Steering Committee, Tina will send a card thanking Nancy for her committee service.
- **Approval of Minutes from November 7, 2017 meeting.**  
Minutes from the meeting on November 7, 2017 were unanimously approved. These will be posted to the SEA website.
- **Staff Emeriti membership (Lisa and Tina): any new members?, lost any members?, update on SharePoint site, distribute updated contact list.**
  - Two new members have been added to the Staff Emeriti roster: Trudy Ham (Registrar's Office) and Deborah Fox (Community Service Learning).
  - Lisa will distribute an updated contact list soon.
  - Lisa is still looking into creating a SharePoint site that steering committee members will be able to access to house all SEA documents.
- **Goal #1: Governance structure: (Lisa and Tina): SEA Bylaws – corrected, approved and added to website; ideas for 2017 Year End Report – goals for 2018?, Member development focus; new Welcome Letter for website and for mailing to new members.**
  - After all the edits, the new By-Laws were approved and are ready for Lisa to post on the SEA website.
  - Tina will draft the 2017 Year End Report. Members suggested highlighting our work this year communicating with JMU administrators on how to nominate classified staff retirees for the Staff Emeriti designation. Other suggestions were to mention all the website updates, hosting an information table at

Employee Appreciation Day, sending out a SEA newsletter to all members with our new brochure, publishing articles in two issues of Madison Magazine, volunteering at CHOICES on campus, and hosting six social gatherings.

- Goals for 2018 were discussed. Three were identified: to focus on membership development; to coordinate a volunteer activity; and to continue to increase awareness on the JMU campus and in the community.
  - Tina will also update the “Greetings from the Steering Committee” message on the website and the “Welcome” letter that is mailed to all new staff emeriti. It was suggested that phone calls be made to new members, after they have received the welcome packet, to ask them how they learned about getting the emeriti status, and to tell them about the SEA and upcoming events. Tina will reflect this in the updated letter. She will send the drafts for edits.
- **Goal #4: Increase awareness: (Lisa and Tina): Madison Magazine article for Spring/Summer issue due 1/31 – what to highlight; did Tiffany French add SEA brochures to retiree sessions?; who will contact SEA committee members to speak at these sessions;; HR Awards & Recognition website – add Staff Emeriti website link.**
    - Content for the next Madison Magazine edition is due January 31st. Tina will meet with Lisa to write the copy and upload pictures to Basecamp.
    - Tiffany French, HR Retirement Specialist, said that she would welcome brochures and committee members to the quarterly Retirement 101 sessions. Tina will contact her to get dates. It was also suggested that Tiffany add a PowerPoint slide on “Emeriti status” to the checklist for retirees in the “Planning for Retirement Today” workshop.
    - 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 Holiday Gala event and DUO sign-up session; 2017 event pictures posted on website; ideas/planning for 2018 winter/spring events (new member reception, President Alger event on Wed. May 9); time for another membership mailing?; new member buddy system?**
    - Event Updates:
      - Over the last year we have held 6 events with 114 responses and 69 attendees; the largest attendance being the lunch and tour of CHBS.
      - The Holiday Gala on December 13<sup>th</sup> was a joint event with the Faculty Emeriti Association and 12 SEA members and guests attended.
      - To start the year off, on January 4<sup>th</sup> a DUO workshop/sign-up session was held at the Ice House and it was a joint FEA/SEA event. 21 SEA members attended.
    - A suggestion was made that when an event is scheduled, have a steering committee member contact at least one person you don’t know on the SEA roster, along with people you do know, to invite them to attend.

- Kathy Sarver suggested using the Call Center for the steering committee to call the entire SEA roster to gather information and highlight the upcoming May 9<sup>th</sup> lunch and presentation by President Jon Alger. She suggested we write a script, so everyone is relaying the same message. The idea was approved and Kathy will look into using the Call Center in February.
- Milla Sue suggested the SEA host a series of Technology sessions, since the DUO session was so well received. She will come up with some topics and report back. We could also open these up to FEA members.
- **Goal #2: Volunteer activity: (Tina): CHOICES event in March?; create SEA T-shirts/hats for sale to members?**
  - The dates for CHOICES are Sat. 2/17, Fri. 4/6 and Mon. 4/9. Tina will contact the organizers and get the details on the SEA hosting an information table in the ISAT building on Fri. 4/6.
  - Creating SEA T-shirts and hats was tabled until the next meeting.
- **Other Business:** no other business.
- **Next Meeting: February 13, 2018 at 9:00am – 10:00am** in the Wine Price Conference Room 3030