



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

### **Minutes – February 13, 2018**

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

**Attendees:** Tina Updike, Jane Beach, Norma Burkholder, Gail May, Alma Hale-Cooper, Milla Sue Wisecarver, Kathy Sarver and Lisa Hajdasz

- **Approval of Minutes from January 9, 2018 meeting.**
  - Minutes from the meeting on January 9, 2018 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.**
  - Mary Lynne has asked to step off the committee. Tina thanked her for her years of service. Lisa will remove Mary Lynne's name from the Steering Committee listing on the website.
  - Deborah Fox and Trudy Ham are new SEA Members since our last meeting. Lisa distributed an updated contact list. It was decided that a new column be added listing what department each member worked in. Milla Sue offered to help Lisa with that listing update.
  - Lisa has created the SharePoint site to post SEA documents on and will send an access email to committee members.
  
- **Goal #3: Increase awareness: (Lisa and Tina): updates to website; update Madison Magazine article for Summer issue; update on discussion with Tiffany French re. SEA and retiree sessions; planning for session contacting SEA membership at the Call Center (script).**
  - Call Center is scheduled for Thursday, March 1<sup>st</sup> from 10:00am-12:30pm. Arrive between 9:30-9:45am to get organized and start calling at 10am.
    - Tina distributed a draft of the call script that was developed for the committee. Kathy reviewed the script and how the calling would work. Additional information will be added to a revised script, which will be used that day.
    - Lisa to create call list with a comments section added.
  - Tina left a voice mail and emailed Tiffany French regarding SEA members attending HR retirement sessions to speak about the staff emeriti designation and the SEA. Tina is awaiting Tiffany's response.

- **Goal #1: Membership development: (all members): planning for 2018 winter/spring events (President Alger on Wed. May 9, Save the Date email); (Milla Sue) idea to develop a series of Technology sessions open to SEA and FEA; create/appoint a Program Committee.**
  - A luncheon with President Alger is scheduled for Wednesday, May 9th in the Montpelier Dining Room, East Campus.
    - Committee members asked about holding the luncheon at the new Madison Hotel. Lisa will check to see if that venue is a possibility.
    - Other questions: Could HR pay for the Staff Emeriti lunch? Cap event attendance?
    - Lisa will look into both possibilities and get back with the committee.
    - Kathy suggested reworking the SEA interest card and having them available on the tables for participants to indicate their interests and what they would like to attend.
  - Milla Sue suggested the creation of a program committee to manage setting up events.
    - Jane and Milla Sue offered to help coordinate a standing monthly luncheon for the SEA. The idea is that the luncheon would foster SEA participation, increase socialization, help to understand member's interests, and create affinity groups.
    - Technology session – Milla Sue reached out to SEA members who attended the January DUO session to see if there was interest in technology education. The majority of the responses were positive. Sprint has a program through the city Recreation department on phone basics. These sessions could be opened to both faculty and staff. Formulating an implementation plan was tabled to the next meeting.
  
- **Goal #2: Volunteer activity: (Tina): planning Choices event Fri. April 6th, create SEA T-shirts/hats for sale to members**
  - SEA will be hosting an information table at CHOICES on Friday April 6<sup>th</sup> in the lobby of the ISAT building.
    - Tina will work with Lisa to get an email out requesting volunteers.
  
- **Next Meeting:**
  - **April 10, 2018 at 9:00am – 10:00am** in the Wine Price Conference Room 3030