



James Madison University Staff Emeriti Association

Minutes – April 22, 2016

(10:00am - Wine Price Building, Conference Room 3030)

Attendees: Tina Updike, Gail May, Nancy Dove, Mary Ann Chatelain, Norma Burkholder, Mary Lynne Smith, and Lisa Hajdasz,

- **Approval of Minutes from March 23, 2016 meeting.**
 - Minutes from the meeting on March 23, 2016 were unanimously approved. These will be posted to the SEA website.

- **Goal #1: Governance structure: (Diane and Tina): message to AUH members re. Staff Emeriti nomination process; Bylaws draft review.**
 - Diane did try to contact the Academic Council via Marilou Johnson. Marilou suggested drafting an email message that she could disseminate to the AUHs. Tina created a draft and shared with the SEA Committee. Dr. Sparks suggested sending a reminder out to the AUHs periodically throughout the year to remind them of the SEA.
 - Lisa to email Marilou for a roster for the AUHs so that we can bridge the gap of the missing department heads and supervisors.
 - Lisa to work with Cathy and Diane to look into bulk mail to reach remainder of AVPS and Directors.
 - Committee will work on creating a schedule to send at the end of each semester.
 - Bylaws review is tabled to next meeting

- **Goal #3: Communication/grow the SEA: (Lisa and Tina): finalize SEA brochure/mailer and logo; finalize information on return postcard; timeline for printing/mailing; update on JMU online directory.**
 - New member: Marsha M. Shenk, shenkmm@jmu.edu
 - Lisa brought a proof of the SEA brochure to the meeting for Committee Review. Missing testimonial. Tina will reach out to Michelle Cavoto for a testimonial quote.

- Lisa will send a proof of the reply card to the Committee by Friday April 29th.
- JMU online directory has been updated to include Emeriti.
- **Goal #4: Increase awareness: (Lisa and Tina): Update on SEA website reorganization of our SEA website; post Year End report and “Do Form”; “Welcome Message” by President Alger (Kathy).**
 - Lisa will work on adding the Year End report and the Welcome Message from President Alger to the site next Friday April 29th
 - Do Form is live. Committee members were asked to test the Do Form and give feedback.
- **Goal #3: Staying connected/planning events: (all members): update on Arboretum and Softball game events; ideas, dates and times for summer event(s) i.e. day trip to Montpelier, Mulligans miniature golf, Ruby’s arcade; joint event with FEA (Summer picnic or Holiday Gala)**
 - Arboretum event closed at 20 participants. Tina will check if the event is closed, if not then we will send out a reminder email.
 - Food is being collected for the Blue Ridge Area Food Bank at Sunday's Softball game.
 - Lisa to look into the cost of a chauffeured bus for a Montpelier trip. Lisa will also reach out to Marlee for tour costs and preferred weekday dates.
 - Tina looked into an event at Mulligans. For groups of 10 or more, you receive a \$1.00 off. Food packages are available. Pavilion rental is \$50 for 2 hours. Tuesday evening at 5pm-7pm. Committee voted to use SEA funds to cover the cost of the pavilion.
 - Mike to look into Ruby's Arcade.
 - Faculty Emeriti will get back to us in May in regards to a possible joint picnic in August at the Bridgeforth clubhouse.
 - Lisa to look into name tags for Staff Emeriti events. Gail will look into SEA t-shirts.
 - Tina shared some information on upcoming art shows for fall and winter.
- **Goal #2: Volunteer activity: (Tina): recap of Choices 4/8; finalize details of SEA table at Employee Appreciation Day, 5/12 from 11 a.m.-2:00 p.m.; help at Fall Open Houses?**
 - Volunteers are needed to man the tables at the Employee Appreciation day on May 12th.
 - Set up needs to be at 10:30am
 - Gail, Nancy, Mary-Anne, and Norma all volunteered to assist Tina.

- Lisa to get badges for those attending.
- **Next Meeting:**
 - Lisa will send out a Doodle Poll to committee members to confirm date.