



James Madison University Staff Emeriti Association

Minutes – May 31, 2016

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

Attendees: Tina Updike, Mike Lam, Mary Ann Chatelain, Norma Burkholder, Mary Lynne Smith, and Lisa Hajdasz

- **Approval of Minutes from April 22, 2016 meeting.**
 - Minutes from the meeting on April 22, 2016 were unanimously approved. These will be posted to the SEA website.

- **Goal #1: Governance structure: (Diane, Lisa and Tina): follow-up on email message to AUH members; how do we reach other administrators?**
 - Email went out to AUH on May 12th.
 - Lisa will cross reference the addressees of those original emails with the HR report of supervisors across campus.
 - Lisa will ask Diane to re-send the email through the HR box to those not on the original emails.
 - The Committee agreed to send emails twice a year, first week of April & first week of November.
 - Bylaws review is tabled to next meeting.

- **Goal #3: Communication/grow the SEA: (Lisa and Tina): SEA brochure/logo complete; finalize information on return postcard; finalize Tina's letter for mailing; timeline for printing/stuffing/mailing.**
 - Lisa will print new brochures for mailing.
 - Committee reviewed and approved Tina's letter that will accompany the mailing.
 - Mailing will include letter, brochure, reply card, return envelope.
 - Schedule time to stuff mailing: Friday June 10th @ 9am, Wine Price 3030.

- **Goal #4: Increase awareness: (Lisa and Tina): Update on SEA website reorganization; new docs and pictures posted; “Do Form” feedback; Madison Magazine article?**
 - Website is looking good. Lisa is working on the photos for the site.
 - Tina will get Lisa the pictures of the softball game, the wine and cheese event, and the Employee Appreciation Day information table to add to the site.
 - Lisa to post link to the brochure on the site.
 - Feedback is positive for the Do Form. In the future, we will use the response card in the new member welcome packet.
 - Tina will contact Madison Magazine to talk about an article about the SEA.

- **Goal #3: Staying connected/planning events: (all members): recap of Arboretum and Softball game events; finalize 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)?; ideas for fall.**
 - Arboretum event was a really beautiful evening.
 - Committee will look at doing the fall event as an SEA activity.
 - 20 SEA members attended the event.
 - Montpelier tour is \$18 per person for a group tour.
 - Committee discussed waiting to book the trip until the response cards are returned from the mailing and also waiting until either early fall or spring of 2017 for cooler weather.
 - Faculty Emeriti will be inviting SEA to the next Holiday Gala on December 14th.
 - Marlon Foster band will be returning.
 - Mulligans: 6p-8p on either the 20th or 27th.
 - Tina will contact them for availability.
 - Lisa to look into the pavilion rental with accounts payable.
 - Will send invitation once dates are decided.

- **Goal #2: Volunteer activity: (Tina): recap of SEA table at Employee Appreciation Day on 5/12; have SEA table at opening of JMU picnic in August and help at Fall Open Houses?; create SEA T-shirts for sale to members?**
 - Table for SEA at the August Faculty/Staff Picnic (possibly Friday 8/19).
 - Lisa will look into contact information for permission to set up a table.
 - Tina will look into volunteer opportunities for the Fall open houses.

- **Next Meeting: Mailing “Stuffing” activity:**
 - Friday, June 10, 2016 at 9:00am in the Wine Price Conference Room 3030.

