



James Madison University Staff Emeriti Association

Minutes – July 31, 2018 (9:00 am, Wine Price Building, Conference Rm 3030)

Attendees: Tina Updike, Norma Burkholder, Alma Hale-Cooper, Milla Sue Wisecarver, and Kathy Sarver.

Approval of Minutes from June 6, 2018 meeting.

- Minutes from the meeting on June 6, 2018 were unanimously approved. These will be posted to the SEA website.

Staff Emeriti membership (Tina): report on meeting with Diane regarding HR support for the SEA “post Lisa.”

- Tina distributed a list of HR Support Tasks that Lisa Hajdasz handled while she was employed in HR.

HR will continue to handle:

1) Web maintenance and updates to SEA website (minutes, agenda, event photos, event listings).

SEA will handle:

1) Record minutes during meetings (Milla Sue) and edit minutes and distribute (Tina).

2) Reserve conference room for steering committee meetings (Tina) (contact is Anita Westfall, 540-568-4248).

3) Madison Magazine content and photo upload (Tina has access to Basecamp and will handle this).

4) Email invitations to events (NOTE: In addition to Tina, Jane Beach & Milla Sue now have access to the SEA email box (staffemeriti@jmu.edu) and can distribute invitations to the monthly luncheons and other events).

5) Plan on-campus events (secure space, contract with catering services, receive and process member payments (with HR to assist if needed), coordinate speaker logistics.

6) Madison Print Services, new logo, brochures and print materials creation (Tina will meet with Carolyn Windmiller to discuss) and mailing.

To be determined who will handle:

- 1) New member packet distribution (includes welcome letter from Tina, SEA brochure, response card).
- 2) Maintain SEA member contact database.
- 3) Email SEA emeriti designation information twice a year to JMU supervisors.

Goal #3: Increase awareness: (Tina): updates to website; update on Madison Magazine article for winter issue; update from Mike Davis on proposal for granting past retirees staff emeriti status.

- The SEA website is now up to date.
 - Tina will send upcoming luncheon information to HR contact for posting.
- Granting past retirees staff emeriti status:
Mike Davis, executive advisor to President Alger will be presenting this proposal to senior level administrators. If approved, this limited opportunity would seek to include retirees who have "slipped through the cracks" over the years and would make them eligible for nomination for staff emeritus status. The proposed time frame for the nominations is Sept 1, 2018 - Feb 28, 2019.
- For the Fall issue of Madison Magazine, the SEA article and photos have been provided with publication soon. Tina will check on the deadline for the winter issue.

Goal #1: Membership development: (Tina, Milla Sue and Jane) follow-up on June 14 lunch/presentation by Claudia Bernardi at the Center from Global Engagement; update on July lunch at Ruby's Arcade and plans for August 13 lunch at Vito's, (all members) August picnic idea? other activity ideas for fall-Dec. 2018; and how to create/appoint a Program Committee.

- Update on monthly luncheons:
June 14 lunch/presentation by Claudia Bernardi, 20 attended
July 13 lunch at Ruby's Arcade, 12 attended
Aug 13 lunch at Vito's, 7-9 have RSVP'd
- Upcoming luncheon dates:
Tuesday Sept. 11
Wednesday Oct. 10
Thursday Nov. 8
- Future event possibilities were discussed:
 - 1) May 2019: New dining hall, look at scheduling annual event with President Alger there and combine with tour.
 - 2) Sept. 11 or Nov. 8 monthly luncheon. Have an "intro to smartphones"

informational event, perhaps at the Ice House with Sprint representatives conducting, with Dutch treat lunch following at a downtown restaurant, perhaps include Faculty Emeriti in the event. (Milla Sue to investigate reserving Ice House or Massanutten Regional Library for Sept. or Nov. and contact Sprint for possible involvement).

3) Fall 2018: LLI Brown Bag lunches (Milla Sue will send information to the SEA mailing list once the fall 2018 schedule has been announced).

4) Aug. 31: Arboretum Wine & Cheese. (Milla Sue will send information to the SEA mailing list once registration for the event has opened).

5) Topics for future luncheons: discussions/presentations on travel opportunities like Road Scholar; SEA members share their travel experiences.

6) Forbes Center (Milla Sue to get information on how group attendance works -- rates, reservations, minimums, etc.).

7) Faculty/staff appreciation days at JMU athletics events, including a pre-game tailgate at football game (Milla Sue to get information on dates for 2018-19).

8) Affinity groups for work/life balance. This is a new initiative at JMU and may be of interest to SEA members.

Goal #2: Volunteer activity: (Tina): schedule another volunteer activity in the fall?; idea for SEA vinyl clings for cars; update on wearable logos for purchase by members.

- The committee voted to not schedule an extra volunteer activity this fall. We had volunteered at two events in the spring, CHOICES and Employee Appreciation Day. We will concentrate on building membership participation through the luncheon program for the rest of this year.
- The Committee discussed having wearable logos, so that they can be easily identified when manning booths or tables at events.
 - Jane will investigate the opportunity to purchase individual t-shirts, buttons, etc.

Next Meeting:

- Steering Committee Members agreed the next meeting will be Tuesday, September 25 at 9:00 a.m. in the Wine Price Bldg, conference room 3030.