



James Madison University Staff Emeriti Association

Minutes – August 17 2016

(9:00am - Wine Price Building, Conference Room 2050)

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

- **Approval of Minutes from May 31, 2016 meeting.**
 - Minutes from the meeting on May 31, 2016 were unanimously approved. These will be posted to the SEA website.

- **Goal #1: Governance structure: (Diane, Lisa and Tina): follow-up on cross-reference of email addresses re. Staff Emeriti designation message to AUH members?; new message to be sent first week of November?**
 - Original letter went out to Academic Unit Heads in May followed by the same letter to non-academic departments on June 2nd.
 - Committee agreed to send another message to Director-level and above on Wednesday November 2nd; to all departments across campus
 - Lisa and Tina will review the letter and make any necessary edits before sending.

- **Goal #3: Communication/grow the SEA: (Lisa and Tina): Results of SEA brochure and return postcard mailing.**
 - Lisa reviewed the response received so far from the mailing. So far out of the 126 letters that were sent, 43 have been received back: 34% response rate.
 - Lisa will tally the responses from each category and send a summary report to the SEA Committee members.
 - Lisa to send the names of those that indicated interest in serving on the committee to Tina.
 - Lisa is now receiving the incoming Staff Emeriti letters for HR and will be able to identify new Staff Emeriti in a more timely fashion.

- Once a new Staff Emeritus is identified, Lisa will send a welcome packet that includes a welcome letter from Tina, the SEA brochure, a response card, and response envelope.
- **Goal #4: Increase awareness: (Lisa and Tina): Update on SEA website reorganization; new docs (brochure) and pictures posted?; any “Do Form” feedback; contacted Andy Perrine re. Madison Magazine article.**
 - Lisa is continuing to work on the updates to the SEA website.
 - A link to the SEA brochure will be added.
 - Event pictures will be migrated from Flickr to the website.
 - SEA Logo will be added.
 - Tina will work on revising the current Welcome message on the site.
 - Tina was able to speak with Andy Perrine about getting an article about SEA in the Madison Magazine. Tina will work to put together some information about SEA for Andy to review.
- **Goal #3: Staying connected/planning events: (all members): recap of Mulligans miniature golf event; finalize planning for SEA information table and gathering at Faculty/Staff picnic August 19th; ideas for fall event(s).**
 - Unfortunately due to weather, the Mulligans event needed to be canceled. There was a lot of interest (approx. 30 people responded) in the event so we will look at rescheduling for Thursday October 6th or Thursday October 13th.
 - Lisa sent info to Tina about King Family vineyards in Charlottesville as a possible SEA event option in the future.
 - SEA will have a table set up at the Faculty and Staff Picnic.
 - Gail will look into an easel and signs
 - Committee members volunteered to man the table through-out the event.
 - A designated section will be saved for those that wish to sit and dine together with SEA members at the picnic.
- **Goal #2: Volunteer activity: (Tina): help at Fall Open Houses?; post other opportunities on website; create SEA T-shirts/hats for sale to members?**
 - The Fall Open Houses are scheduled for October 15th and November 12th.
 - Tina will get more information about the Open House.
 - Committee agreed that if we are to do the Open House, Nov 12th would be the preferred date.
- **Next Meeting:**
 - Wednesday, November 2, 2016 at 9:00am in the Wine Price Conference Room 3030

