

# SEA

## James Madison University Staff Emeriti Association

### Minutes – September 23, 2015

(9 a.m. - Wine Price Building, Conference Room 3030)

**Attendees:** Tina Updike, Nancy Dove, Diane Yerian, Gail May, Kathy Sarver, Lisa Hajdasz

- Approval of Minutes from September 9, 2015 meeting:
  - Minutes from the meeting on September 9, 2015 were unanimously approved. These will be posted to the SEA website.
  
- Development Liaison: Kathy Sarver, Office of Planned Giving
  - Kathy introduced herself and gave us background on what Development is and how the department is involved in the University. Kathy also gave a brief overview of Planned Giving and what that means.
  - While Kathy's liaison role with SEA hasn't been fully developed, Kathy shared how she is currently involved in FEA as a supporting role for them, and could play a similar role for SEA. Development would be able to run reports, look into scholarship opportunities, and explain to Staff Emeriti what Development can do for them personally. Kathy is also co-chair of the EAC and there are cooperative opportunities there such as web links on each other's sites. It was mentioned that that EAC would be a good forum to share knowledge about the SEA, to both staff and supervisors.
  - In wanting to share the information with the EAC, Kathy asked what the qualifications were for nomination to the SEA. Tina stated there is a link to the policy on the SEA site, along with an article from HR Horizons that explains in further detail what the SEA is all about. Diane stated that the policy is in process of being updated and has been submitted to the VPs for approval. The policy had been updated for procedural processes.
  - A discussion was had regarding the SEA Website and improvements that could be made:

- Tina asked if the benefits of the SEA should be posted on the website. Diane suggested the committee attempt to write a page about the benefits of the SEA that Lisa could upload to the site.
    - Kathy suggested adding information on how one can become a member of the SEA and what steps needed to be followed, along with the benefit information.
    - Diane asked if the committee would like for HR to review the site and provide feedback, Tina said they would welcome the feedback and suggestions. Diane agreed to present HR's findings at the next meeting.
- Planning for Staff Emeriti events in fall and winter:
  - Planetarium (Gail)
    - Committee decided on Thursday October 29<sup>th</sup> from 4pm-6pm
    - Gail will contact the Planetarium to reserve from 5pm-6pm
    - Gail will look into the library as a possible option for reception space prior to the planetarium show.
    - Lisa will contact Ben Lundy about parking for the event.
    - Gail suggested the possibility of holding a second planetarium event around Christmas as a discussion about the Christmas Star.
  - Women's Basketball game (Mary Lynne)
    - Mary Lynne has organized an event for November 15<sup>th</sup> at 2:00pm. JMU will be playing Longwood University.
    - Tickets for the game are \$8; those joining the event will need to pay for their individual tickets.
    - A special section will be blocked off for SEA members to sit; they will be recognized by the announcer during the game.
    - Kathy suggested O'Neill's Grill as a possible location for an after-game gathering. Tina will look into reserving the space from 4p-7p on game day and report back to the committee.
    - Kathy volunteered to gather pom-poms and beads for the members to wear during the game.
  - Joint SEA and FEA Holiday Gala
    - Event will be held on Wednesday December 9<sup>th</sup>.
    - We do not know the cost yet.
    - Kay Arthur is still working on the band and will send details to Tina when available.
  - Invitations (email and USPS?)

- Tina stated that approximately 40% of the Staff Emeriti have not responded in any fashion to email. The Committee discussed the option of mailing invitations to those Staff Emeriti that have not responded via email. Budget, timing, and manpower were all reviewed as being impacted should we proceed with such an option.
  - Committee decided at this time to continue with email but work towards a more impactful mailing that would review contact information, allow for updates, and selection of contact preferences.
- Planning for Volunteer Activity (Nancy):
  - Nancy provided a handout that reviewed opportunities for volunteer activity through United Way.
  - Nancy suggested that the Elkton Area United Service might be a better opportunity that all members could get involved in.
  - Due to timing it was decided to table the remainder of the discussion on volunteer activities until the next meeting.
- How to welcome new members?
  - This topic was tabled for a future meeting
- Update on website:
  - See notes above
  - HR will review the site and make suggestions and recommendations at the next SEA meeting
- Comments and Questions:
  - No comments or questions at this time

Next meeting:

- The next meeting will be Thursday, October 8, 2015 in Wine Price conference room 3030 at 3:30pm; an agenda will be sent out closer to the meeting date.