James Madison University Staff Emeriti Association

Minutes – October 8, 2015
(3:30pm a.m. - Wine Price Building, Conference Room 3030)

Attendees: Tina Updike, Mary Lynne Smith, Nancy Dove, Diane Yerian, Gail May, Mike Lam, Lisa Hajdasz

- Approval of Minutes from September 23, 2015 meeting:
  - Minutes from the meeting on September 23, 2015 were unanimously approved. These will be posted to the SEA website.

- Planning final details for Staff Emeriti events in fall and winter:
  - “Save These Dates” message was emailed to all staff emeriti Friday, 10/2
  - Planetarium (Gail): reception details, program, and parking
    - The old entrance of the Carrier Library (Next to the Burress fountain) will be opened for access from 3pm to 5pm.
    - Gail is working with Ellen in Catering to create a refreshments menu– food theme ideas suggested were a fall theme or night sky theme consisting of cookies, coffee, cider, water.
    - The Planetarium has been reserved from 5pm – 6pm.
    - Lisa will contact Ben Lundy in regards to parking needs and then Lisa will get the details to the SEA committee for inclusion on the invitation.
    - RSVPs need to be received no later than Friday October 23, 2015
    - An event invitation will need to go out via Bulk Mail on Tuesday October 13, 2015; an event reminder email with a “watch for basketball details” will be sent on Oct 21st.
    - Gail and Mike to send a final draft of the Planetarium invitation to Tina on Monday Oct 12th.
  - Women’s Basketball game (Mary Lynne): game day details, post-game gathering at O’Neill’s Grill
    - Tickets will go on sale on Nov. 1st. Mary Lynne is working with the ticket office for a particular area for all attendees to sit together. She is also working to get special recognition during the game.
    - Parking will be at the Convocation Center, first come first serve.
Tina has reserved the O’Neill’s back room from 3:30p-7pm; the contact person at O’Neill’s is Monica. Monica has requested that we give her an anticipated headcount the Monday prior to the game. RSVP will be needed for space but food is Dutch treat.

Kathy Sarver has pom-poms for the event and is working on getting some rally beads. The committee would like to get a table close to the door to give the items away to Staff Emeriti as they come in. Mike has agreed to help Mary Lynne with the event and together they will man the table. Mike suggested that Door D be used as the welcome area and that we request sections 104, 105, 106, or 107.

Committee needs to clarify whether Kathy is bringing the pom-poms and beads to the game or if we will need to get them from her.

Invitations will need to go out Friday October 30th; an event reminder will be sent on Nov. 13th with teaser details of the Holiday Gala.

- SEA and FEA joint Holiday Gala (Tina)
  - Tina is still waiting on more details regarding the event; Tina also let the committee know that the Faculty Emeriti will be mailing their invitations; Staff Emeriti Association will be emailing their invitations to save costs.

- Invitations (email and USPS?)
  - For now SEA will continue with emails.

Planning for volunteer activity (Nancy): United Way update on food boxing activity and reading program

- Nancy reviewed two volunteer opportunities with the United Way; the first was packing and distribution of food items; and the second was the Be a Santa to a Senior gift wrap program.
- Due to the timing of events already scheduled in November and December, as well as the business of the holiday season coming, it was suggested that exploration of group volunteer activities be tabled until the new year.

How to welcome new members (Tina): sent “Welcome” email message to 4 new members on Tuesday, 9/29

- Tina handed out a copy of the email that is currently being sent to new Staff Emeriti and asked the committee for feedback. Comments were positive.
- Lisa and Diane were asked to please continue to send information regarding new Staff Emeriti to the SEA Committee Chair so that each new member can be appropriately welcomed.

Update on website (Diane and Lisa): suggestions for changes/additions/reorganization of SEA website; highlight staff emeriti benefits
Prior to the committee meeting, Lisa had reviewed several Staff Emeriti websites of various colleges and universities around the country. Lisa shared her comments and suggestions with the committee.

Lisa will send a summary of her findings to the committee, along with links to each of the recommended sites, for further review.

- Comments and Questions
  - No comments or questions were put forth.

- Moving Forward: Next Meeting
  - Lisa will send a Doodle Poll invite to committee members to set a date for the next SEA Committee Meeting.