

SEA

James Madison University Staff Emeriti Association

Minutes – November 4, 2015

(9:30am - Wine Price Building, Conference Room 3030)

Attendees: Tina Updike, Mary Lynne Smith, Gail May, Mike Lam, Lisa Hajdasz

- Approval of Minutes from October 8th, 2015 meeting:
 - Minutes from the meeting on October 8th, 2015 were unanimously approved. These will be posted to the SEA website.

- Planning final details for Staff Emeriti events in fall and winter:
 - Planetarium (Gail): wrap up
 - 17 Staff Emeriti, 7 guests, and 3 staff members attended the event.
 - The event was very well attended. A good time was had by everyone.
 - The committee said a big thank you to Gail for coordinating.
 - Women's Basketball game (Mary Lynne): invitations sent 10/31, final plans for the game and post-game gathering at O'Neill's Grill
 - Tina stated that the response has been slow to come in for the basketball game. A reminder email will be sent this afternoon (Nov 4th), tomorrow at the latest.
 - The committee agreed to push the RSVP deadline back to November 11th.
 - Mary Lynne gave an update on logistics that she has been able to coordinate so far with Michael Barry, Director of Marketing.
 - Seating will be in section 104, first 5 rows
 - Handicapped parking along with shuttle service is available in Parking Lot G, located on Driver Dr.
 - A table will be set up inside Entrance Door D that will have giveaways (pom-poms and beads) and provide a place to meet until the game.
 - Lisa will check for any promotions being offered at the game and will include in the event reminder.
 - SEA and FEA joint Holiday Gala (Tina): details, invitations, follow-up emails/calls
 - Tina shared the details of the Holiday Gala with the Committee.

- The Holiday Gala will be held on Wednesday December 9th at 6pm in the Festival Ballroom. The cost is \$30/per person which includes reception, dinner, and music.
 - The music will be provided by the Marlon Foster Band.
 - The dress code for the event is Holiday/Festive attire
 - Invitations will be mailed to home addresses the week of November 9th by the Faculty Emeriti Committee. The Staff Emeriti Committee will follow up with reminder emails shortly thereafter.
 - Tina asked that when the reminder emails for the basketball game go, that they include a note about the Holiday Gala invitations being mailed to home addresses.

- Volunteer activity: posting opportunities on the website, JMU service opportunity
 - A Staff Emeriti attending the planetarium event inquired about the possibility of a volunteer/service activity.
 - The committee confirmed their intent to look into volunteer opportunities in the New Year.
 - The committee discussed several volunteer opportunities that could be possibilities and would need further review:
 - JMU Open House volunteers
 - Move-in Day volunteers
 - Choices
 - United Way Day of Caring
 - Lisa shared a Women for Madison event coming up on Thursday, December 10th at 4pm in the Montpelier Room in E-Hall. All Staff Emeriti are invited to participate in the “power hour” and learn more about Women for Madison and how to get involved.
 - Staff Emeriti will be mailed invitations to the event and details will be listed on the Staff Emeriti website.

- Update on Website (Diane and Lisa): comments on other institutions’ websites sent in Lisa’s email, suggestions for changes/additions/reorganization of our SEA website (post emeriti benefits)
 - The committee shared their thoughts on the different websites that were suggestions. Some of the highlights that the committee wished to see on the SEA site included:
 - Organized resources
 - Easy to navigate site

- A welcome message from the President that was brief and sincere
 - Benefits of being a Staff Emeriti and how to become one
 - Links to Life Long Learning Institute; ways to get involved and stay connected to JMU.
- Lisa will work on creating a page on the website that will concisely outline the benefits of becoming a Staff Emeriti and the process needed to become one.

- How to reach all members: strategies for communication
 - The committee confirmed that it would like to do a mailing of some kind to all Staff Emeriti in the New Year.
 - Some suggestions included
 - the possibility of creating a brochure with a simple easy to read layout that gives more information about SEA
 - An easy way to respond back to the committee to update contact information and confirm preferred contact methods
 - Further discussion was tabled until next meeting to be included in a discussion on continued funding.

- Moving forward: comments and questions on reporting “Pilot Project”, 2016 plans (steering committee members, activities/events)
 - Discussion was tabled for this topic until Diane Yerian could join to give further insight.

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