



## **James Madison University Staff Emeriti Association**

### **Minutes – November 9, 2016**

(9:00am - Wine Price Building, Conference Room 2001)

**Attendees:** Tina Updike, Mike Lam, Mary Ann Chatelain, Norma Burkholder, Mary Lynne Smith, and Lisa Hajdasz

- **Approval of Minutes from August 17, 2016 meeting.**
  - Minutes from the meeting on August 17, 2016 were unanimously approved. These will be posted to the SEA website.
  
- **Goal #1: Governance structure: (Diane, Lisa and Tina): update on changes to Staff Emeriti nomination procedure; revise message to be sent to administrators; revise distribution dates.**
  - Lisa explained the new procedure for processing emerita/us nominations with the committee. A new Recommendation form has been created by Donna Harper's office for use by nominating offices.
    - As soon as the updated procedure and form have been approved and incorporated into the associated policies, the committee has been given the ok to send an email to supervisors across campus to notify them of the change and new form
  
- **Goal #3: Communication/grow the SEA: (Lisa and Tina): Discuss summary of results from the SEA brochure mailing.**
  - Lisa reviewed the response summary report with the committee members
  - The report will help inform decisions for future event types and times.
  
- **Goal #4: Increase awareness: (Lisa and Tina): Update on SEA website reorganization; new docs, pictures and links posted; any "Do Form" feedback?; strategy for communication with Andy Perrine re. Madison Magazine article.**
  - Lisa is continuing to work on the updates to the SEA website.

- A link has been added for the Lifelong Learning Institute.
- The photo gallery has been reformatted for easier viewing.
- A picture of committee members and President Alger from the faculty staff picnic has been added to the home page.
- The new welcome message from Tina has been added to the site.
- Tina has contacted Andy Perrine on several occasions with information on the newly formed SEA to be published in an article in the Madison Magazine, but has not heard back.
  - Committee brainstormed on several new ways to reach out:
    - Tina will contact Parent Relations to see how they were able to put Faculty Emeriti Association news in the Madison Magazine.
    - Lisa will check the Marketing website for submission instructions.
- **Goal #3: Staying connected/planning events: (all members): recap of SEA information table at Faculty/Staff picnic 8/19 and Mulligans miniature golf event 10/13; “Save the Date” message for Holiday Gala; ideas for winter event(s).**
  - The SEA table at the picnic was a big success. Committee members were able to hand out many brochures and get pictures with President Alger.
    - President Alger also asked to be informed of SEA events.
  - The mini-golf outing was successful.
    - Lisa will upload pictures of the event to the SEA site.
  - The Holiday Gala with the FEA is scheduled for Wednesday December 14<sup>th</sup> from 6:00pm – 9:00pm.
    - Lisa will send out a “Save the Date” message by the end of this week.
    - Invitations will be sent out via US mail from the Parent Relations office.
    - Lisa will send SEA address information to Sherry King’s office.
- **Goal #2: Volunteer activity: (Tina): help at Choices events?; post other opportunities on website; create SEA T-shirts/hats for sale to members?**
  - In the spring, the committee will look at several volunteer opportunities in the community – based on feedback from the survey response.
    - Suggestions included forming a SEA team for HeartChase.
    - Collections for area service organizations – i.e. art supplies for First Step.
- **Next Meeting:** (new committee members will be invited to attend)
  - **Wednesday, January 11, 2017 at 9:00am** in the Wine Price Conference Room 3030  
(Year-End report and Bylaws will be on the agenda)