



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

**Minutes – April 2, 2019** (9:00 am, Wine Price Building, Conference Rm 3030)

**Attendees:** Tina Updike, Jane Beach, Rosemary Brenner, Alma Hale-Cooper, Barbara Monger, Louise White, and Milla Sue Wisecarver.

### **Approval of Minutes from January 15, 2019 meeting.**

Minutes from the meeting on January 15, 2019 were unanimously approved. These will be posted to the SEA website.

### **Staff Emeriti membership (Tina and Milla Sue):**

Tina is now cc'd on the President's notification letter to new Staff Emeriti designees. She then mails out the SEA "Welcome" packet with contact reply cards. The cards are returned to HR and then Tiffany French emails the information on the card to Tina, so that SEA can add the new members to the contact database.

Recent new members are: Peggy Armentrout, Nancy Dauer, Gail Link, Rick Orebaugh, Debbie Ryman, Lisa Carickhoff, Berlin Zirk, and Cathy Roadcap.

Tina met with retiring HR Director, Diane Yerian: Diane stated she was impressed with the 2018 SEA annual report and the group's activities, including our efforts to make all supervisors aware of the program. Diane provided an update on the retroactive staff emeriti program (8 new members), the status of the SEA budget (\$1000 per year), and she approved the request that HR comp the luncheon with President Alger in May 2019. Tina congratulated Diane on her upcoming retirement and thanked her for her support of the SEA.

### **Goal #3: Increase awareness: (Tina):**

Tina submitted updates for the SEA website to Reagan Neese and these have been posted, which included the approved November 27<sup>th</sup> meeting minutes, the January

15<sup>th</sup> meeting agenda, photos from the Holiday Gala, an updated Steering Committee member list, and a revised "Greetings" message.

The SEA Madison Magazine article for the Spring/Summer issue was submitted and Tina reviewed the draft. The SEA article will appear on page 59 and includes more than a half page of copy along with two photos, one from the November lunch and tour and the other from the FEA/SEA Holiday Gala.

**Goal #1: Membership development: (Tina, Milla Sue and Jane):**

Luncheon updates:

2019 Attendance:

January at Bella Mia (social), 11 SEA members, 2 guests

February at Union Station (LLI presenter), 18 SEA members, 5 guests

March at Rocktown Kitchen (following LLI brown bag), 8 SEA members, 0 guests

April luncheon at Ruby's Arcade, Milla Sue will send a reminder email.

Planning for May 14 Luncheon with President Alger:

\$1,000 funding in HR budget will be used to fund the luncheon costs.

Reagan Neese of HR is working with SEA on luncheon planning.

Committee voted on luncheon menu to have 3-course meal.

Tina will inquire about an option that combines features from both menu choices.

She will also ask how gluten-free and vegetarian needs will be accommodated and will find out when catering needs to have final count (likely May 8).

First invitation will be emailed Tuesday, April 23 with May 8 RSVP date; reminder emails will be sent April 30, May 6.

Milla Sue will send draft of invitation to Tina for approval before sending.

Wording along the lines of "You and a guest are invited to a complimentary lunch with President Jonathan Alger."

Tina will talk to Kathy Sarver about door prizes; Milla Sue offered to provide an Arboretum one-year membership as a door prize.

There was discussion of how to encourage attendees to interact as a group rather than go directly to seating at tables; suggestions included:

Stating in invitation that luncheon "mixer" will begin at 11:30 and luncheon seating will not take place until 12 noon.

Have drinks, photo display and door prizes and a few chairs in the hallway (or if not possible have a separate area in main room for this).

Scavenger hunt, trivia game.

Committee members will work on coming up with other ideas.

Tina will invite Reagan to attend.

We will likely need 1-2 people from steering committee to direct people from parking lot to building.

Tina will send details of the event to the President's Office and request that they take care of AV requirements.

Future events:

Possibility of June miniature golf, at Mulligan's or Bridgewater, followed by dutch-treat dinner.

Tina received an email from Shelia Moorman, FEA President that the holiday gala will be open to only FEA members next year due to the cost of mailing invitations and low attendance response from SEA members.

**Goal #2: Volunteer activity: (Tina):**

Volunteer activities resume in 2019 with SEA members staffing the CHOICES information table at the ISAT-CS building lobby on April 5. Volunteers are:

Shift 1: Wanda Layman, Tina Updike

Shift 2: Vicky Hudson, Alma Hale-Cooper

Shift 3: Milla Sue Wisecarver, Tina Updike

The second volunteer activity is the EMPLOYEE APPRECIATION DAY Community Fair, Thursday, May 9, at the Festival Center, from 11am-2pm. We will ask for SEA members to volunteer for 2 shifts, 11-12:30 and 12:30-2. Milla Sue will email call for volunteers next Wednesday

**Other Business:**

Tina wrote and submitted the SEA 2018 annual report to Diane Yerian, HR Director. The report has been posted on our website. The goals for 2019 are:

1. Membership development through increased communication and new activities.
  2. Coordinate a volunteer activity.
  3. Increase awareness of SEA on the JMU campus and in the community.
- for discussion/approval.

**Next Meeting:**

Tuesday, May 7, 2019 at 9:00 a.m. in the Wine Price Bldg, conference room 3030.