

*Five College
Learning in Retirement*

*Annual Report
2011*



Five Colleges, Incorporated
Amherst College
Hampshire College
Mount Holyoke College
Smith College
University of Massachusetts Amherst

Five College Learning in Retirement Annual Report, 2011

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5CLIR 2010–2011

Officers

Council Members & Committee Chairs

President: Larry Ambs
Vice President: Joan Wofford
Secretary: Dorothy Rosenthal
Treasurer: Sandy Muspratt
Assistant Treasurer: Dave Cramer
Past President: Sara Wright

COUNCIL MEMBERS TERM EXPIRES

Sheila Klem	2010
Philippe Meyer	2010
Jim Scott	2010
Elizabeth Armstrong	2011
Peter Ferber	2011
Beverly von Kries	2011
John Armstrong	2012
Arnold Friedmann	2012
Michael Wolff	2012

COMMITTEE CHAIRS

Mary Franks & Jim Scott --- *Curriculum Committee*
Sandy Muspratt --- *Finance Committee*
Marybeth Bridegam & Dorothy Gorra --- *Winter/Summer Programs*
Frieda Howards & Sheila Klem --- *Membership Committee*
Dean Poli --- *Public Relations Committee*
Sara Wright & Lise Armstrong --- *Special Programs*
Janet Price --- *Technology Committee*
Dave Cramer & Ginny Christenson --- *Great Decisions*
John Armstrong --- *Nominating Committee*

Ad hoc COMMITTEE CHAIRS

Dave Cramer --- *Development* Dorothy Rosenthal --- *Outside Organizations*
Joan Wofford --- *Publicity*

Reports by Officers

Report from the President

We have had a productive and successful year with the usual cadre of seminars, social activities and educational trips. The email newsletter has been used for the full year and has become very popular and allows the 5CLIR officers to bring more organizational information to the members in addition to our social activities. The web site calendar is now being used more extensively to acquaint our members with scheduled activities. Beyond this a number of new activities have started and the organization has developed an operations manual that codifies many of our past practices and operations.

At the beginning of the year, I reappointed Anne Lombard as Ombudsman and appointed Sara Wright to the position of 5CLIR Historian for a three-year term. I was invited to represent 5CLIR at discussions at Five Colleges, Inc. (FCI) on their new *Strategic Planning Document*, in which it was clear that we are an important Affiliated Program of Five Colleges, Inc. One aspect of this is that it becomes important to us to maintain our active relationship with FCI and the four colleges and university on which we depend. I encouraged liaison with FCI during the year and I was asked by the incoming President, Joan Wofford, to continue this role. Neal Abraham, Executive Director of Five Colleges, Inc., has been very supportive of our programs and suggested we might be interested in attending the annual meeting of the Association of Retirement Organizations in Higher Education (AROHE), which I did. The meeting provided interesting insights on this type of organization; however, they were primarily concerned with retiree benefits rather than life-long learning.

5CLIR has a long history in initiating community-wide programs of interest. Our continuing Great Decisions program in the spring each year is one example. We have also worked with our campus partners to produce a number of one-time programs, such as two related to aging and one on slavery. This year a group led by Chuck Gillies proposed developing a program related to the Civil War Sesquicentennial celebrations. During the year plans were developed, with financial support from 5CLIR, FCI and some of our academic partners, for a two-day symposium to be held in October of 2011 at the University of Massachusetts. Significant outside financial support was also obtained (*see Appendix 16*).

A number of new non-seminar activities have been added to our programs. The Encore program has continued and expanded to also include special lectures. In addition to our long running French Conversation, we have now a stable Conversational Italian group that meets weekly. A Science Roundtable was proposed and now meets monthly during the semesters. A member spends 15 minutes giving the background to an interesting science topic and the group spends the remaining time discussing it. Topics such as nuclear power, the immune system, water, and the Solar System have been popular with, typically, 25 or more member participants. A genealogy group, Finding Family, a spin-off from a seminar, has been meeting to share and encourage ancestor research among our members.

For several years, a Public Relations (PR) Committee has existed to promote membership and to publicize various activities for our organization. One successful approach to recruiting new members has been to place an ad in the newspaper to publicize our Fall and Spring Previews

The President, continued...

where future seminar offerings are explained. The committee has also developed a PowerPoint presentation that could be used by members to acquaint others about our organization. They also produced a 5CLIR poster that was distributed in various public locations throughout the Valley. During the year, however, members lost interest in participating in the PR Committee and it was disbanded. Council established an ad hoc PR Committee to propose solutions to this problem. (*See Appendix 8 for their report.*) The resulting committee agreed that recruiting new members and publicizing our activities were important aspects of our organization and that both advertising and public relations were needed – and should be the responsibility of a PR Committee. An interim PR Committee was reorganized under the direction of Vice President Joan Wofford to develop a longer-term solution.

A number of additional organizational issues arose during the year. An ad hoc Development Committee appointed last year reported to Council through a report shown in *Appendix 6*. As a result Council moved and approved the following motion: To support the concept of raising money for current use and expanding programs for the development of 5CLIR activities. There were also questions on our ability to maintain diversity in our organization. Past studies of diversity were reviewed, including a 5CLIR report from 2003 (*see Appendix 9*). After much discussion, it was felt that given our attempts to improve diversity in the past, there was not much for us to do in addition. Concern has also been expressed as to how we use available time to schedule our activities, including seminars, special activities and administrative functions. The Executive Committee in consultation with the Curriculum Committee and the Special Programs Committee proposed the Trial Schedule shown in the appendix that it was hoped would allow more flexibility in our activities. Council approved the use of this schedule for use through Spring of 2013 when it will be reevaluated.

Finally, significant effort was extended to produce a *5CLIR Operations and Policy Manual* that incorporates policies and procedures approved by Council for our organization. Mary Franks, Dorothy Gorra, Sara Wright, Bobbie Reitt and I scoured past minutes, documents and reports of our organization to cull our institutional memory and formulate a document that will be maintained and updated as time proceeds. A copy of the current version is given in *Appendix 10*. At the end of each organization year, the Historian will work with the Past President to update, with Council approval, the *Manual* for use in day to day activities. In addition, Callie Orszak, our Office Manager, prepared both an *Office Booklet of Advice and Information* (*Appendix 4*) and an Office Calendar (*Appendix 5*) to assist members in dealing with office issues.

The Vice President

While I, like previous vice presidents, found it useful to attend committee meetings as a way to learn more about the organization, it soon became clear to me that there was a lot more that I would like to learn.

To that end, I proposed and completed an extensive program of hour and a half interviews with 18 past and present leaders of 5CLIR. This effort provided me with a chance to get to know the people important to the organization, the opportunity to discover past and current issues, and a method for setting upcoming priorities by highlighting and feeding back to the interviewees what I had heard, asking them to confirm or disconfirm my findings. They confirmed, and, in

The Vice President, continued...

turn, suggested we reach out to conduct brief telephone interviews with a randomly selected sample of the membership.

The results of the 58 interviews were overwhelmingly positive with 54 out of 58 respondents declaring 5CLIR to be headed in the right direction.

The Past President

This was the first year the past president was assigned the specific duties of organizing the previews and the memorial program.

In the fall, we changed the venue of our preview to the Lewis–Sebring Faculty Dining Hall at Amherst College to accommodate the increasing attendance. Vice President Joan Wofford assisted with the selection of refreshments and the arrangement of the room. We reorganized the structure of this event and had a break midway through the afternoon so the moderators were able to enjoy the refreshments and socialize with other members. The food presentation was lovely and the catering excellent. We will continue to have the fall event there.

As always, the response to our memorial was touching. I am continually impressed by the extraordinary lives our members have lived before they join us. Since we are an egalitarian organization, titles are not used, and we may not always know of members' previous achievements. Joining our organization is really like going to school for the first time, and everyone is on equal footing. Although the past president organizes the program, various members share their memories and often recall funny situations or mention a kindness shown to them when they first joined. The memorial is our finest event and a most meaningful experience.

The preview in the spring was held at the Smith College Campus Center and it was, as always, a wonderful place to have our function. It is a venue that allows us to hold our annual meeting, serve refreshments, accommodate the many tables for moderators, and still have enough space for members to sit down and look at the catalogs or just chat with friends. Prospective members feel welcome and at ease in this open, spacious building.

I have enjoyed this year. President Larry Ambs ran well organized, interesting Council meetings, and Vice President Joan Wofford actively assisted with the previews and memorial. I had the time to notice what an effective and efficient organization we are, how well we work together, and how well we resolve issues even when we don't always agree. It was very satisfying to see how supportive members are and how generous they are with their time and talents to make this organization run so well.

I was grateful that the president brought to completion our much needed operations manual. I found that being past president was easy because I had relinquished the presidency to such a capable leader.

The Secretary

As secretary of 5CLIR for a second year, I took minutes for all Council meetings, Executive Committee meetings, and the Annual Meeting. The written reports submitted by committee chairs prior to each meeting were very helpful in understanding the background to issues discussed during Council meetings. After the June Council meeting I turned over all minutes, agendas, reports, and other documents I had kept on file during 2009–2010 and the current year to the Office Manager.

The Treasurer and the Finance Committee

The finances of Five College Learning in Retirement (LIR) remain sound. This happy situation is attributable to this year's rise in dues without substantial change in membership. Preliminary financial reports, net worth and revenue/expense, are appended (*see Appendices 11, 12, and 13*); final figures await the year-end closing of the books at Five College Incorporated (FCI). Separate accounts of the Civil War Sesquicentennial project will be reported at that time also. Notable changes established during this year were:

1. Streamlining of the books of account at FCI relevant to LIR. The number of accounts was radically reduced and concentrated in 'functional' categories apposite to the requirements of FCI.
2. Transfer of the Treasurer's book of accounts to Quicken software in place of an Excel spreadsheet. The flexibility of access to the chart of accounts allows closer control and judicious adjustment to circumstances yet the rigidity of the personal finance software (as opposed to plasticity of a multipurpose spreadsheet) should ease the handing on of responsibility to succeeding treasurers.
3. Specific display of the subsidy to membership dues implied by reduced annual dues to those in financial need (membership assistance).
4. Clear accounting for gifts received and issuance of receipts acceptable to the IRS to support deductions from income tax.
5. Recognition in the statement of net worth of a long subsumed requirement of a strategic reserve amounting to half the annual cash flow.
6. At specific request of FCI, implementation of a new schema for the annual performance review of the office manager.

The preliminary statements and net worth and revenue/expense reveal:

1. A substantial accumulated surplus over the life of the organization. This is sufficient to consider the establishing of a true endowment fund.
2. The falling off the net gain from the annual Great Decisions series.
3. The absence this year of any special event yielding a significant contribution to revenue. Such one-off events in recent years have been crucial to achieving a small surplus each year.

Reports by Committees

The Curriculum Committee

Peer learning through member led seminars is the core component of the LIR educational program. The Curriculum Committee is responsible for all seminars and workshops offered by 5CLIR. It is composed of 15 members, two co-chairs and the LIR vice president, an ex-officio member. The Curriculum Committee recruited moderators, reviewed and approved all seminar programs, provided liaisons to aid moderators and submitted the approved seminar proposal material to the Office Manager who compiled a seminar catalog. Once members submitted their choices of seminars, the committee conducted a random lottery for any seminar that was over subscribed.

In addition, the Committee hosted a Fall Moderator's Reception at which time moderators and members participated in a lively discussion of seminar related issues – successes, problems, ideas and suggestions. The Spring Moderator's Reception was aimed at potential moderators. This was an opportunity for LIR members who were contemplating moderating a seminar to meet one-on-one with experienced moderators to discuss their ideas and ask for advice on how to proceed. The results were excellent; five attendees proposed seminars for fall 2011.

In fall of 2010 the Committee approved 24 seminars for spring 2011. A wide variety of topics were offered. In spring 2011 twenty four seminars were offered for fall 2011 (two were dropped due to under enrolment). The spring seminars had been lacking in science and art offerings, but the Committee made sure that two science and one art seminar were offered in fall 2011.

The committee helped organize the Fall and Spring Previews at which time the new seminars and workshops were presented. Moderators proposing the seminars were available for members to meet and question.

The list of seminars offered since 1989 is now on the LIR website. Three committee members studied the list and divided some subjects into more specific categories than had previously been used. For example, the previous Culture and Society subject has now been broken into four categories:

- Culture and Society: House and Garden
- Culture and Society: Sociology and Education
- Culture and Society: Travel and International
- Culture and Society: Miscellaneous

Our final responsibility was to submit to the Council a 2011–12 academic calendar with dates relevant to Curriculum Committee deadlines.

The Great Decisions Committee

The committee of 12 men and women met monthly from June 2010 thru March of 2011. All committee members took part in the selection of topics for our five weekly programs held at the Northampton Senior Center during March and April of 2011.

Great Decisions Committee, continued...

The five topics chosen from a list of eight provided by the Foreign Policy Association were:

1. Rebuilding of Haiti
2. U.S. National Security
3. Responding to the Financial Crisis
4. Germany Ascendant and
5. Global Governance.

This year, in an effort to reach a wider audience, President Larry Ambs and Dave Cramer appeared on Television Station WWLP's weekly MASS APPEAL program. This may have helped attendance this year.

The attendance this year indicated that a total of 325 people attended the five programs with 265 being 5CLIR members and 60 non-members. At each session a short talk was delivered by President Larry Ambs describing 5CLIR programs which are interesting to our members. A 15-minute video presentation provided by the Foreign Policy Association on the particular subject for the program is shown. This is followed by a speaker acquainted with the topic and a question and answer period for the audience. The speakers this year represented Mt. Holyoke College, Smith College, Amherst College, and the Federal Government.

Janet Price and her Tech Committee provided technical assistance, as there is no audio-visual system available in the Northampton Senior Center. Thank you for your great assistance. This year the people attending thought that all of the programs were well presented.

There was no meal program offered this year, although the Senior Center did offer a limited lunch program to the people that attended the presentations.

The total money collected for the 5 programs was \$3,189.00 and our expenditures were \$2,652.14 leaving \$536.86 contributed to 5CLIR coffers.

The five presentations were very good, according to those who attended, stating the subjects were meaningful and up to date with what is going on in world affairs. The attendance could have been better and we encourage Peter Ferber and his committee to look into better ways to inform our members and the public of the program this coming year.

The Members Committee

As is traditional with this committee, at the beginning of the spring semester, an invitation to a new members' coffee was extended to new members and members of the Council. On April 16th, informal potluck brunches were hosted by LIR volunteers who opened their homes to other LIR members. They were deemed a great success and the brunches will be repeated in two years' time. (The committee plans a January All-LIR luncheon in the intervening year.)

At the Fall and Spring Previews the Members Committee was on hand to give advice and information to new members (and old!). Their headquarters was a table just inside the entrance to the main room and their presence proved to be very useful. It was decided to make this a regular feature of previews in the future.

The Nominating Committee

The Nominating Committee reported to 5CLIR Council on February 10, 2011, that they were pleased to nominate for the term 2011–2012: Jim Harvey as Vice President/President-Elect, Ellen Peck as Secretary, Sandy Muspratt as Treasurer, and Dave Cramer as Assistant Treasurer.

Members of the nominating committee met on June 2 at the LIR office to count ballots for the three Councillor positions. By a substantial margin over the other candidates, the top vote getters were Carol Jolly, Betsy Loughran, and Gordon Wyse. We had to invalidate one ballot, due to five names being checked.

The Public Relations Committee

The Public Relations Committee has had a bit of a rough year with the resignation of the entire committee and its leadership. A task force was set up to look at issues surrounding PR, and its work has been blended into the Council's anticipated work in the fall addressing the issues raised in Joan Wofford's report as incoming president.

Meanwhile, it has developed some small LIR refrigerator magnets, designed by Janet Price, which have been given to the two groups of volunteers for the WFCR fundraising effort. They were also distributed to members of the Civil War committee and will be distributed to attendees at the Civil War event.

Finally, it is negotiating with WCRB/WNNZ around some underwriting exposure on those two NPR stations.

The Special Programs Committee

Special Programs had a successful year with many on-going interest groups and lectures. Attendance varied from one meeting to the next in several groups, ranging from a few at one Opera Prep presentation, to fifty or more at some Friday morning encore talks.

Lathrop and Applewood retirement communities were generous hosts for several of our programs; we also used facilities at Highland Valley Elder Services, the University and individual members' homes. Ethnic eating and the Arts Interest groups voyaged into the community for their get-togethers.

New programs include the Science Roundtable which was launched during the Spring and will continue in the fall. Also debuting in the Fall is Finding Family, a genealogy study group. Of particular interest is the Civil War Sesquicentennial Symposium in October 2011, which promises to be a valuable contribution by LIR to the intellectual life of the Pioneer Valley community.

Attendance lists, to record both members and non-members at Special Programs meetings, will

The Special Programs Committee, continued...

be compiled and kept in the LIR office to provide statistical information as well as to measure the degree of interest which these programs enjoy.

Beginning in the Fall of 2011, there will be more openings in the LIR schedule available for Special Programs activities so we encourage members to consider developing a program under the SP sponsorship.

The time and talent contributed by moderators, convenors, and facilitators of Special Programs are particularly appreciated.

The Technology Committee

The single issue that took up the most amount of time was providing support for Great Decisions. No one on the Technology Committee volunteered to provide support for all five GD sessions. We spent a substantial amount of time on the possibility of having a Smith student provide the support, but that did not work out. The timing from a student standpoint is not good (Friday mornings and during exams and commencement and after). Finally six committee members volunteered to provide support for one GD session each. While there were some communication problems, this worked. The committee members that provided support put together a one-page document describing the support details. This should prove very helpful next year.

A new computer, laser printer, and scanner were purchased and installed for the LIR office.

An online seminar proposal form was created and is now used by at least half of the seminar proposals.

A policy on the publication of email addresses and phone numbers on the web was developed. They may appear only in the newsletter pdfs.

Analysis of the hits on the LIR website showed that the majority of the hits came from search engines, and various other automated services. However, the website had hits from at least 70 different IP addresses in the IP ranges for ISPs used by members (Comcast, Verizon, Crocker, etc.).

A history of the Technology Committee was put together, but is still being reviewed.

The AV documentation was revised and is now on the web with a link from the Resources page.

January computer workshops went well, but one had to be cancelled twice because of snow. It is being repeated in June. The two June workshops went well with about a dozen members in attendance.

The Technology Committee is requesting a new LIR laptop for next year. It would be used for speakers who did not bring one of their own as well as by others.

The Winter/Summer Programs Committee

After an initial fall meeting we were able to complete the remaining work online.

Usually the Winter programs take place locally because of weather condition concerns. This proved to be a wise decision this year as all the programs were snowed out with the exception of the Memorial program

The formula for arriving at the cost of bus trips is: Cost of bus plus driver's tip plus water for all divided by 35 (the number we've found works best to guarantee the trip). Add the entrance fee(s) and you have the per person cost.

Committee members volunteer to be the contact person for each event—to make the arrangements and follow through on everything related to that particular program.

Elisa Campbell is not a committee member but these past two summers she has kindly arranged an ecology-related field trip—this year to the Quabbin Reservoir.

Marybeth Bridegam arranged an overnight trip to the Hudson Valley including visits to the Rockefeller Estate and Union Church in Tarrytown, a day at Storm King Art Center and dinner at the Culinary Institute of America.

Other programs were:

Technology Workshop (arranged by the Technology Committee)

Tour of Historic Bridge St. Cemetery

Chester Theater

Summer Day in Boston—including a choice of visiting the MFA or the New England Historic Genealogical Society

New Century Theater

Tour of Mead Art Museum, Amherst College

Tanglewood

Tour of Ford Hall, Smith College

All-5CLIR Get-Reacquainted Potluck Picnic

The Picnic was once again generously hosted by Gail and John Gaustad at their lovely property above the Mill River. Approximately 100 people attended, including new members. LIR pays for the rental of chairs, tables, and tent—around \$400–\$500.

All of the programs were very well received, with waiting lists for many of the events.

We should request \$500 for the picnic expenses. In addition, it might be a good idea to request a further \$100 because while we do not pay a fee for speakers, it would be a nice gesture to take out for lunch those who present one of the Winter programs.

The Ad Hoc Development Committee see APPENDIX 6

The Office Manager – Callie Kendall Orszak

Approximately 25 members who do not have email or easy access to a computer continue to receive the newsletter by post, but the remainder of the membership receive the more colorful electronic version. We had the usual flurry of activity before and after the fall and spring previews. I try to give the lottery team as much information as I can ahead of time to make their job easier. Still, it takes me from one to three days to check lottery results for administrative errors.

The Treasurer is continually working with me to implement more time-efficient ways to deal with incoming checks and bills. Sandy has created a pdf form for check requests which greatly cuts down my time spent on paperwork requesting checks from Five Colleges, Inc. The form has limited the number of 5CLIR accounts that Five Colleges has to deal with, and it lists all account numbers.

I worked with Past President Sara Wright to design, format and edit her annual report. The time spent on its presentation was well worth the effort. Paper-bound copies were sent to all five college presidents and to Neal Abraham, the executive director of Five Colleges, Inc.

In May I finished compiling “The Office Booklet of Advice and Information,” in which I tried to include all the details of the administrative tasks undertaken by the office manager. Information on booking rooms at the five colleges and elsewhere, how and where to order our stationery, and getting the photocopier fixed were some of the points covered. The booklet is intended to be a guide for anyone volunteering to run the office in my absence, and for the incoming 5CLIR president – and eventually, sometime in the future, to pass along to the next office manager. To make it useful, it must be updated each year, since it contains email addresses and telephone numbers of 5CLIR members and other individuals who may or may not be in the same position from year to year. Since the booklet contains sensitive information (and is 25 pages long), it is not appropriate to include in its entirety in this annual report.

As I worked on the office booklet, I placed information in a calendar, showing month to month what tasks are normally carried out, either by the office manager or by 5CLIR committees. Again, this document is meant primarily as a “rescue document” – to help someone who has been called in to run the office, should I suddenly be unable to do so. It is also a handy guide for the 5CLIR president, as it gives an overall view of events and meetings normally scheduled throughout the year, and when reminders might be sent out for certain tasks to be performed.

Appendices

ONE: 5CLIR Bylaws

TWO: 5CLIR Mission Statement

THREE: Policy Statement on 5CLIR Activity Schedule Guidelines

FOUR: The Office Booklet of Advice and Information, incl Appendices

FIVE: 5CLIR Office Calendar

SIX: Ad Hoc Development Committee Report

**SEVEN: Ad Hoc Committee On Requests From Outside Organizations
Report**

EIGHT: Ad Hoc PR Committee to Review Role of PR Committee Report

NINE: 2003 Diversity Task Force Report

TEN: Manual of 5CLIR Policies and Operations

ELEVEN: LIR Income & Expenses 2011

TWELVE: Net Worth 2011

THIRTEEN: Members of the By-laws & ad hoc Committees, 2010–2011

FOURTEEN: 5CLIR Growth Statistics

FIFTEEN: 5CLIR Civil War Sesquicentennial Symposium

**Five College Learning in Retirement
THE BYLAWS**

(As approved by the membership, June 10, 2007)

DEFINITION: The Five College Learning in Retirement Program (5CLIR), under the auspices of Five Colleges, Inc., is an organization of semi-retired and retired people in the Pioneer Valley, dedicated to exploring new areas of learning in the company of their peers. Its primary function is intellectual pursuit; auxiliary events fall within the purpose of this Program. It presumes active participation in seminars or other study groups and in the administration of 5CLIR. Its members are all those persons whose applications for membership have been accepted and who have paid their membership dues.

I. THE COUNCIL: The Council, as the governing body of 5CLIR, establishes the policies and operational procedures of the Program. It is accountable to the membership and periodically reports to that group. The Council also selects the Nominating Committee. The Council advises in the hiring of office employees, who report to the President and who shall be employees of Five Colleges, Inc.

I.A. ORGANIZATION OF THE COUNCIL:

I.A.1. MEMBERSHIP: The Council consists of nine members elected for three-year terms and five elected officers. The Chief Financial Officer of Five Colleges, Inc. serves as an ex-officio member without vote. The President retains a seat on the Council for one year after his or her tenure in office. An Executive Committee, composed of the officers, the immediate past-president, and the chief financial officer of Five Colleges, Inc., may act between meetings of the Council in its name, with the understanding that the final approval of such action rests with the Council.

I.A.2. ELIGIBILITY: All full time 5CLIR members are eligible to serve on the Council and to participate in the election of Council members. Upon completion of a three-year term, a Council member is not eligible for re-election for one year. An individual who has been appointed to fill an unexpired term on the Council for less than two full years, may choose to become a candidate for a full three year term on the next Council. However, that member is not eligible for one year to run for re-election to the Council if completing two or more years of a vacant Council membership.

I.A.3. ELECTIONS: Elections will be held once a year during the May–June period. Nominations to the Council will be invited from each study group. From this slate, each 5CLIR member may vote for no more than three nominees. The three nominees receiving the highest number of votes will serve as Council members for three years. In the event of a tie, a flip of the coin will decide.

I.A.4. MEETINGS: The Council will meet regularly once a month and at other times when convened by the President. A simple majority of the elected members of

APPENDIX ONE **continued**

the Council will constitute a quorum. Chairpersons of Standing Committees are invited to attend Council meetings (without vote) to present brief reports and to discuss matters of relevance to their Committees.

I.B. OFFICERS: The Officers of 5CLIR are also the Officers of the Council.

I.B.1. PRESIDENT: Convenes the meetings of the Council, the General Membership meetings, and any special meeting she or he may deem necessary. Is responsible for the agenda of those meetings and for the appointment of all special committees (or task forces), with the exception of the Nominating Committee. The members of special committees may be drawn from the Council and/or the general membership. However, the President's actions in the establishment, setting of objectives, and making appointments, to these committees and task forces requires approval of the Council. Represents 5CLIR on public occasions or appoints suitable surrogates. Is a voting member of the Council and an ex-officio member of all committees, with the exception of the Nominating Committee.

1.B.2. VICE-PRESIDENT/PRESIDENT-ELECT: Presides in the absence of the President. Oversees the effective functioning and cooperation of Standing Committees and serves as a voting member of the Finance Committee. Will ordinarily and automatically succeed to the Presidency in the year following tenure as Vice-President.

1.B.3. SECRETARY: Records minutes of General Meetings; and records and distributes Council meeting minutes to members of the Council.

I.B.4. TREASURER: In conjunction with the chief financial officer of Five Colleges, Inc., oversees the finances of the Program, including preparation and submission of an annual budget, in writing, to the Council and the General Membership. Chairs the Finance Committee of 5CLIR. Reports regularly to the Council, and, at its general meetings, to the membership-at-large on the financial status of the Program and other pertinent matters.

I.B.5. ASSISTANT TREASURER. Will assist the Treasurer in meeting the responsibilities outlined in I.B.4. Is a member of the Finance Committee and is considered an officer of 5CLIR and of the Council.

II. APPOINTMENT, ELECTION, AND TENURE: All officers serve one-year terms and are elected annually in the May-June period by the current members of 5CLIR to serve until their successors take office. The President and Vice-President serve one-year terms; the Secretary and Treasurer may serve no more than three consecutive terms. All newly elected officers will assume office July 1.

II.A. ELECTION PROCEDURES: The Council annually shall select a Nominating Committee consisting of a chairperson who is a member of the Council and four

APPENDIX ONE

continued

additional 5CLIR members, at least two of whom are not current Council members. Either the Chair or one of the additional members should have been a member of the previous Nominating Committee. Current officers will not be eligible to serve. The Nominating Committee shall prepare a slate of candidates, which may include two candidates for each office if desired by Council. This slate will be provided to the membership prior to the Spring Membership Meeting. Members will be given an opportunity to add to the nominations, and will vote by a secret written ballot. The Nominating Committee shall appoint three 5CLIR members to act as tellers.

II.B. VACANCIES: If a Council member is chosen as an officer his/her position becomes vacant. In the event of this or other vacancies, the President with the approval of the Council, will name successors to all officers and Council members, with the exception of the Vice-President, to serve out the balance of a position, with an officer completing the remainder of the one year term and a Council member completing the remainder of the three-year term. If a vacancy occurs in the office of the Vice-President, a special election will be held.

III. COMMITTEES: Several standing committees, enumerated in Section IIIB, serve as agents of the Council. Additional committees may be appointed by the President, with the approval of the Council and reconfirmed annually for up to three years. Additional *Ad hoc* committees may be appointed by the President with the approval of the Council as needs dictate. Members are encouraged to volunteer for service on committees with the understanding that appointment is officially made by the Council. It is expected that committees will coordinate their activities and work together when appropriate.

III.A. SELECTION AND TENURE OF CHAIRPERSONS AND COMMITTEE MEMBERS: Chairpersons will be nominated by a majority vote of committee members; and their selection, confirmed by the Council annually. They shall serve for two-year terms. Chairpersons may be re-elected for a second two-year term. Committee members will serve for three-year terms, one-third of the committee to be selected each year. Committee appointments will be confirmed by the Council. Whenever the number of volunteers for any one committee exceeds the number of vacancies for that committee, new members will be chosen by lottery. After a year's absence following the expiration of their tenure as chairpersons or committee members expires, 5CLIR members may apply to rejoin the committee.

III.B. THE STANDING COMMITTEES:

III.B.I. CURRICULUM: Function: Receives or initiates proposals for study groups or seminars and other curriculum offerings each term; provides assistance in modifying proposals where necessary or requested; evaluates the suitability of proposals, the relevant qualifications of moderators, and the balance and/or variety of the opportunities for choice by the members. It is responsible for the overall quality of the curriculum and for implementing that responsibility in suitable ways. Composition:

APPENDIX ONE **continued**

Because of its centrality to the *raison d'être* of 5CLIR, the committee shall number from 15 to 18 members.

III.B.2. FINANCE: Meets to consider pertinent issues, including dues and dues structure, budgetary requirements, etc. The Committee will consist of the Treasurer, the Assistant Treasurer, the Vice President/ President-elect, the past Treasurer and others approved by Council.

III.B.3. MEMBERSHIP: Works in all appropriate ways to recruit and welcome new members.

III.B.4 PUBLIC RELATIONS: works to make the 5CLIR program better known to the five colleges, local communities, and prospective members, and works to improve relationships with the five colleges and local communities.

III.B.5 GENERAL MEETINGS: With the cooperation of the President and the general membership, shall be responsible for the organization of the general meetings, including the meals and hospitality functions.

III.B.6 SUMMER AND WINTER PROGRAMS: This committee plans and conducts programs for summer and winter periods as well as activities at other times, that are not a part of the responsibility of the Curriculum Committee or the Special Events Committee.

III.B.7 OFFICE VOLUNTEER: This Committee arranges for volunteers to assist with miscellaneous periodic tasks in the 5CLIR office. The chair works closely with the Program Coordinator to assure efficient and rewarding use of volunteers.

III.B.8 ADDITIONAL PROGRAMS: This Committee coordinates programs of interest to the members which are not included in the responsibilities of the other Standing Committees. Each such program will operate as a Subcommittee of this Committee. Such programs include, but are not limited to: Special Events, Great Decisions, Conversations over Coffee, Computer Group, Audio-Visual and Website Committees. Subcommittees may be added or dropped as needs and interests vary. The Vice-President/President-elect serves as Chair or coordinator.

III.B.9 GREAT DECISIONS: plans and carries out the Great Decisions program.

III.B.10 TECHNOLOGY: coordinates audio-visual and computer-related education for 5CLIR members; oversees and maintains website; reviews technology equipment needs and recommends purchases as needed; provides technology support for 5CLIR programs as requested.

IV. ASSOCIATE MEMBERSHIP: Past members may become non-voting Associate

Members for a reduced annual fee. The Associate member is entitled to: LIR mailings, the Newsletter, non-voting attendance at general meetings, and participation in special events and summer and winter programs, but may not take regular seminars or workshops.

V. MEMBERSHIP MEETINGS.

V.A. Quorum. A simple majority of 5CLIR members entitled to vote shall constitute a quorum for any membership meeting, general or special. Any meeting lacking a quorum shall automatically be deemed adjourned until such date within 60 days as may be specified by the 5CLIR Officer presiding at the time.

V.B. Voting Majorities. Except for amendments to these by-laws and as otherwise required by Roberts Rules of Order (see Article VI) all motions shall require a simple majority of those members present and voting to be adopted.

V.C. Procedures for Bylaw Amendments.

V.C.1. Any member of 5CLIR may submit a proposed amendment to these bylaws in writing at any regular meeting of the Council, or at a special meeting called for such purpose, provided that such submission occurs no later than 90 days prior to the membership meeting at which it is supposed to be voted on. If, but only if, such proposed amendment is approved by the affirmative vote of at least two-thirds of Council members present and voting, it shall be submitted to a vote at the next general meeting of the membership or at a special meeting of the membership called by the Council for such purpose.

V.C.2. If so approved, the proposed amendment, together with such related or explanatory material as the Council deems appropriate, shall be sent to all members at least 30 days prior to the meeting at which action on it is to be taken. If the motion to so amend the bylaws, as originally proposed or as properly amended or modified at the meeting, receives the affirmative vote of at least two-thirds of the members present and voting, it shall become part of these bylaws.

VI. LEGISLATIVE AUTHORITY: The rules contained in the current edition of Roberts Rules of Order Newly Revised (9th ed., 1990) shall govern this Program in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Program may adopt.

updated 4-19-00, incorporating changes through May 11, 1999

updated again, 6-13-00, incorporating changes adopted at Annual Meeting, May, 2000.

updated again, 6-04-03, incorporating changes adopted at the Annual Meeting, May 08, 2003.

updated again, 6-09-04, incorporating changes adopted at the Annual Meeting, May 06, 2004.

updated again, 6-01-06, incorporating changes adopted at the Annual Meeting, June 1, 2006.

updated again, 6-10-07, incorporating changes adopted at the Annual Meeting, June 10, 2007

Five College Learning in Retirement Mission Statement:

To enrich our lives by providing forums for sharing the pleasures of active learning.

To implement this mission we...

1. offer educational programs whose core is peer-led seminars in which each member is an active participant. These seminars are ordinarily held in any of the five colleges in the Pioneer Valley (Amherst, Hampshire, Mt. Holyoke and Smith Colleges and the University of Massachusetts at Amherst);
2. expect members to (a) accept our core commitment to active participation, (b) pay dues and (c) be willing to share in the responsibilities of the organization – all with an awareness of and support for the physical and financial aspects of aging;
3. manage the organization through our elected Council representatives and officers with the guidance and assistance of Five Colleges, Inc.;
4. acknowledge that although our primary purpose is intellectual pursuit we recognize and encourage the social rewards of shared learning.
5. offer a variety of programs with a “participatory component” both for ourselves and the larger community in a social setting that sustains and nurtures friendships, old and new.
6. believe that a diverse membership is central to a rich and stimulating learning environment, therefore we strive to provide a welcoming atmosphere to all.

– Modified by Council, May 6, 2004

Council-Approved Schedule Guidelines for 5CLIR Through June 2013

A. Seminars/Workshops:

Seminars and workshops are those activities in which everyone is expected to attend regularly and participate actively in a manner appropriate to the seminar/workshop and the intentions of the moderator. During times allotted for seminars and workshops, no other 5CLIR activities will be scheduled.

Monday/Wednesday Seminars and Workshops:

Morning seminars and workshops will normally run from 10:00 a.m. to 12:00 noon unless a moderator specifically requests a starting time of 9:30 a.m., in which case the seminar would end at 11:30.

Afternoon seminars will usually begin at 1:30 p.m. and end at 3:30 p.m., except for those scheduled at Amherst College, which will begin at 2:00 p.m. and end at 4:00 p.m.

Tuesday/Thursday Seminars and Workshops:

Morning seminars and workshops will run from 9:30 to 11:30 a.m.

All afternoon seminars and workshops will run from 2:00 to 4:00 p.m.

The hours from 12:00 noon until 1:30 p.m. are reserved for those Special Programs that wish to meet during the lunch hour. *See below.*

B. Special Programs:

Special Programs are 5CLIR activities at which regular attendance and active participation are encouraged but not required. The following times are set aside for Special Programs:

Tuesday and Thursday 12:00 noon until 1:30 p.m.
3rd and 4th Thursday afternoons of each month
Friday mornings, except when Great Decisions is taking place
Friday afternoons.

C. Great Decisions:

This is a series of five lectures on topics of national and global significance. They are held on Friday mornings in the spring semester. No other 5CLIR events are scheduled for those mornings reserved for Great Decisions.

D. Special Events:

A special event is a one-time event, such as a conference, a short lecture series, or an encore presentation that has been approved by the Special Programs Committee and Council. They may also include 5CLIR anniversary celebrations, lunches and other activities open to all members of 5CLIR. They may be held on evenings, Saturdays, or Sunday afternoons (unless a Preview is scheduled – see below).

Previews: Previews are the twice-annual events at which the seminars, special programs, and other events scheduled for the next semester are showcased. They are usually held on Sunday afternoons and are open to the public.

Winter/Summer Programs: These are one-time events organized by the Winter/Summer Programs Committee. They are scheduled outside the 5CLIR semesters, so are not bound by the above schedule.

To schedule a 5CLIR event, please: (1) follow these guidelines;
(2) consult the 5CLIR calendar to avoid undesirable conflicts;
(3) notify the office so your event can be placed on the calendar.

APPENDIX THREE
continued

COUNCIL-APPROVED BLOCK SCHEDULE FOR 5CLR THROUGH June 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
9:30 AM			Seminars		Seminars	Great Decisions or Special Programs							
10:00 AM		Seminars		Seminars			Seminars	Great Decisions or Special Programs	Lectures and other Special Events				
10:30 AM										Seminars	Seminars	Seminars	Great Decisions or Special Programs
11:00 AM													
11:30 AM													
12:00 PM			Special Programs		Special Programs								
12:30 PM													
1:00 PM	Previews and other Special Events					Special Programs	Special Events						
1:30 PM		Seminars		Seminars				Special Programs	Special Events				
2:00 PM			Seminars							Seminars	1 st Thurs 2:15 Curric Comm	Special Programs	
2:30 PM					Seminars		Seminars				2 nd Thurs 2:15 Council		
3:00 PM													
3:30 PM						3 rd & 4 th 2:00 Special Programs							
4:00 PM													
4:30 PM													

**The Office Booklet
of
Advice and Information**

Five College Learning in Retirement
9 Mason Hall
Smith College
Northampton, MA 01063

The Office

ACTV – now called Amherst Media

In July we pay an annual “organizational membership fee” (\$100, as of July 2011). In return, ACTV lets us book a seminar each semester and hosts our group from time to time when we need a one-time space for a seminar or meeting that can’t meet at its usual venue. Contact: Candace Johnson, Amherst Media, 246 College Street, Amherst, MA 01002. Telephone: 259-3303; Candace@amherstmedia.org. Information on index card in file.

Address file box

In addition to contact information for all the people and organizations LIR has dealings with, there is lots of supplementary information on the file cards.

Amherst College (AC)

A venue for seminars (Keefe Campus Center); the Memorial Program and other events are held in the Alumni House; and our Spring Preview is sometimes held in Lewis–Sebring Commons in Valentine Hall. AC caters both the Memorial Program and the Spring Preview for us. There is a set-up fee for both events. They also cater our All-LIR luncheon at Valentine Hall, held some years in January. See index card for contact details and personnel at each venue.

About two or three weeks before the start of the semester, email Campus Safety the names and addresses of seminar participants (send a list in Excel, exported from our Access database). They will make out parking permits ahead of time, which can be picked up by participants at the Campus Safety office before seminars begin.

Summer use of academic space incurs a fee. We have never used it, so I do not know the cost.

Amherst Woman’s Club (AWC)

Seminar venue. Costs \$150 for time slot, so we book two seminars at same time: dining room & piano room. Contact info on index card. Can’t book seminars Mon. or Thurs. Good parking.

Ballots and Bios

See **Nominating Committee** for information on stuffing envelopes.

See **Appendix I: Email to moderators re nominating someone for Council**

See **Appendix II: The Ballot**

See **Appendix III: Bios**

Each semester, email moderators asking them to have participants nominate someone from the seminar for Council. Confirm with the nominee that they know they are now on the ballot!

Make up the ballot (Appendix II) from the names submitted by the Nominating Committee and seminar participants.

Either immediately after they are nominated, or at the latest about six weeks to a month before the annual meeting, request one- or two-paragraph bios from the nominees. Assemble into a document (example in Appendix III). Send ballot and bios to Chair of Nominating Committee for checking. Ask Chair to organize group of envelope stuffers. (See **Nominating Committee**) Send out ballots/bios within 2 weeks after the AGM. Deadline for return of ballots: usually 1st June.

Bus Rental

Strong Corporation does not require a deposit and has been a reliable choice. It is up to the committee concerned (usually Summer/Winter) to arrange the booking. The office manager signs and dates the agreement on the bottom of the invoice on behalf of 5CLIR. Payment is sent to Strong Corporation, 40 O'Neil Street, P.O. Box 408, Easthampton, MA 01027. Note that they send the invoice out months ahead: wait till the due date to pay!

Call-Em-All

An automated system to get in contact with members who don't use email. The website is bookmarked on the Chrome Bookmarks toolbar on the office computer. Directions are on the Call-Em-All website: www.call-em-all.com. I pay in advance by credit card and get reimbursed.

During the weeks when Great Decisions is running, the calling group includes non-LIR members who have signed up for Great Decisions. Thus, they can be notified if a session is canceled. Our user name and password are in the file box under Call-Em-All site.

Catalog Requests

If someone requests "a catalog," send out the following in a large white or manila envelope:
seminar catalog (color varies every semester)
special programs catalog (green)
winter (or summer) catalog (color varies)
full membership form (dark cherry)
trial membership form (color varies)
toss in the latest newsletter(s) if there are any spare
5CLIR brochure and bookmark
Any additional materials in original packet for members

Check Requests: forms on computer Desktop, top right, in "Check requests" folder .
Crocker Communications – every month
Paradise Copies – whenever
W.B. Mason – bills come in promptly after a purchase (see "Whalen's" in index card file)

Smith College Controller's Office (postage bill) – goes directly to Five Colleges, Inc. They will ask for a check request or pay out of our account.

Keep an electronic copy of the request on the office computer; photocopy relevant invoice if it seems useful for information later. Email the check request to the Treasurer, who will scrutinize, possibly grumble and adjust, and then sign the request before emailing it to Five Colleges and to the office. The original invoice (photocopied for the office first, if wanted for consulting later) goes to Julie Martyn, the bookkeeper at Five Colleges.

Chrome (or Google Chrome)

We use Chrome to access the internet rather than the trouble-prone Internet Explorer.

Committee responsibilities: see document at end of this booklet

Computer/printer/scanner

Toner

I order toner from W.B. Mason (see index card for details) and always keep a spare handy.

Help!

The Tech Committee has many knowledgeable people who are happy to help with questions about using the computer software or if there is a technical problem with the computer. At present (**Sept 2012**) Jim Harvey is the contact person for information and help with the Access database. Jim is very fluent in Access, and is a great teacher. Larry Ambs has also volunteered his expertise. Janet Price, our webmaster, is extremely knowledgeable.

Council

Meets the second Thursday of each month, with August and January being optional and at the president's discretion. The office books all the dates for the coming year with Five Colleges, in the Burn Room. At the same time book the Curriculum Committee on every first Thursday.

Nominating someone for Council from each seminar

Send an email to moderators mid-semester, both fall and spring, asking the seminar to nominate one participant to run for Council.

Agenda

A few days before the Council meeting, email an agenda template to the president to complete. You will probably informally discuss the agenda with the president before it is finalized. On the Monday before Council, send out a request to all committee Chairs to email you their committee reports. You will then email the agenda and reports to the Council members and Chairs on Wednesday, giving them a day to look at the materials.

Crocker Communications – see Website

East Asian Studies Office (across the hall)

They have a spare key to our office...in case you forget to turn the key in the lock to completely unlock the door when you arrive and subsequently get locked out.

Anne Prescott is in the inner office – the director...she worked with LLIs in Indiana before moving here in August 2010. Melinda Buckwalter is the very capable assistant to Anne. We have a good relationship between the offices. Sometimes Clara gets to come in and spend the day with Anne – Clara being a very well-behaved and quiet dog.

Email

Click on the Novell icon. A large file card is under the keyboard with the information you need to log onto the LIR email.

User name and Password

On the file card.

Emailing the membership (Group email)

All emails sent to the membership (the group email called “LIR Membership”) must be sent using blind copy (BC). Fill in the “To” line with the LIR office address (start typing “LIR” in the TO box, and several choices will appear). We get many complaints if an email goes out using “TO” and all the addresses are printed at the beginning of the email.

Encore Presentations

A series of presentations organized under the umbrella of Special Programs. These are presentations, originally given in seminars, that the moderators feel deserve a wider audience. Currently, our Encores are booked at Applewood at Amherst, through Christine Sulborski. Contact Larry Ambs, who is the coordinator.

Five Colleges, Incorporated, 97 Spring Street, Amherst

We hold our Council and Curriculum Committee meetings in the Burn Room.

All checks and cash are handled for us by Julie Martyn, the Five Colleges bookkeeper. We do not write checks. jmartyn@fivecolleges.edu

Nancy Goff assists with grants. ngoff@fivecolleges.edu

Our liaison is Yvette Morneau. ysmorneau@fivecolleges.edu

Florence Savings Bank, Hadley Mall

5CLIR committees book many of their meetings in the community room. Very accommodating. Contact is Cathy Cantin. See index card for contact information. Committees set up their own meetings with Cathy.

Google calendar (on the 5clir website)

When in Chrome, click on “Calendar” on the bar at the top of the page. The office is responsible for updating the calendar as necessary.

Grace Church

Seminar venue. Pay \$150 for use of their space. The seminar “Writing to Remember” meets here. Must submit paperwork that Annie Hondrogen sends, and a \$500 returnable deposit.

Great Decisions

The program has its own folder in the list of documents on the computer. Currently the venue for this program is the Northampton Senior Center on Conz Street. After each session, the director of the center (currently Patricia Shaughnessy) should be sent a list of attendees, along with their zip codes. See contact details on the index card.

Registration:

Registration is divided into 5CLIR members and non-members. The office takes care of collecting all payments, and the co-Chairs are responsible for registration.

Lunch:

We no longer have an outside caterer, as it was too time-consuming making the arrangements. Lunch following the lecture can be booked at the Bistro at the Northampton Senior Center. Attendees should call the Center directly (587-1228) to make a reservation.

Notification of cancelation/postponement, etc.:

All members and non-members with email should be sent an email. Use Call-Em-All to notify all those without email.

Hampshire College (HC)

We have held Encore presentations here in the past, but members complained about parking arrangements and it has fallen out of favor. For quite a few years we held seminars in Emily Dickinson Hall, but more recently the college has been unable to confirm the space for fall semester until late August – and then they did not have room.

Help!:

Contact the president or vice-president or, if appropriate, the relevant committee Chair, facilitator or moderator. Sara Wright is very knowledgeable about the office and what to do!

For technical assistance: **Smith College ITS** is very helpful, particularly if you have a problem with the email: their number is 4487 (a Smith extension, no need to dial ‘9’). From LIR: Jim Harvey 259-4404 or Janet Price 256-2641.

Hitchcock Center

Has two seminar rooms, available only in the afternoon now. Charges \$100 per seminar for space used. Good parking. Monday afternoons only.

Mail

Unless you put stamps on the outgoing mail (which is appropriate for a few letters), you must make out a postage form so that Smith can run the envelopes and packets through their franking machine and keep track of how much to charge us. There is a filled-in sample of the postage form in the filing cabinet with the blank forms. Affix the postage form to the outgoing mail – rubber band is better than paperclips – and put the bundle in the mail basket in the hall. Use a separate form for each different category – packets (called “flats”)/first class, etc. (Note that the middle mail basket is for external mail and the right-hand basket is for internal mail: to the five colleges and to Five Colleges, Inc.) Internal mail does not need postage. The mail is picked up and delivered at approximately 1:30 p.m.

Smith now has the postage order form available online at the Central Services website located at: <http://www.smith.edu/centralservices/Postage%20Order%20Form.pdf>. Print off and send two copies of the form with each piece or bundle of mail. Keep one copy for our records.

Be sure that every piece of mail bears our return address in the top left corner and that address labels are put on slightly to the right of center, in the middle of the envelope or *a little* above or below the center line.

Contact Rich Paradis at Central Services (x2622) if you have any questions.

Marcus Printing, Inc – see Stationery

Membership categories

Full: has all rights and privileges

Full, first semester: has priority in the lottery

Associate (available only after full member for 1 year): cannot vote, cannot attend seminars

Trial (good for one semester only): cannot vote; no priority in the lottery

Membership fees

Full membership, begun fall semester, payable on 1 July: \$225

Full membership, begun spring semester (i.e. January or February): \$135

Associate membership (must have been a full member for one year): \$90

Trial membership (good for one semester only): \$90

If a member wants to upgrade second semester from Associate membership to Full membership, they can simply make up the difference between \$90 and \$225 and pay an additional \$135. *Note:* both Trial and Associate memberships cost \$90, but the Trial is good for one semester only, while the Associate membership is good for a year.

As stated on the membership form, requests from members to pay less than the ½ price assisted membership fee must be cleared with the Treasurer.

Fees are due on 1st July each year, and members can forget, since they send in their seminar registrations in late April/early May.

Memorial Program – usually held the first Thursday in January

Book the Alumni House at Amherst College through Paula Mieczkowski 542-8269. Preferably email her at: pamieczkowski@amherst.edu . Be sure to book the next day as a *snow date*. The booking is handled by the office, but the event is organized by the Past President, who “trains” the Vice President. Catered by AC. All present and past 5CLIR members who died the previous year are remembered. Any memories sent in by 5CLIR members and obituaries are collected so that something can be said about each person remembered. The office makes up the program list.

Furniture set-up: when the confirmation comes back from Paula, she will give the name and email address of the person to contact to arrange for furniture set-up. At present the person is George Shaheen, 542-2367 gshaheen@amherst.edu . She will also give a contact for technical assistance, in case we want a microphone. (John Kunhardt, at the Amherst College Media Center, is very nice – and helpful –542-2149 jwkunhardt@amherst.edu .) The set-up is booked by the office on advice from the organizer, who decides on the room arrangement.

Catering: is by Amherst College: white tablecloths, china cups and saucers, china plates, an array of little cakes and pastries, coffee and tea. Contact Molly Morrissey, Assistant Catering Manager, mtvenne@amherst.edu, telephone 542-2844 to arrange. The College will send the bill. All catering is arranged and booked by the organizer – the Past President.

Parking: email the Campus Safety office of Amherst College to tell him the date and time of the memorial program. Ask if it would be possible to park in the Alumni Lot without permits. They always allow it.

Line up at least one speaker for each person being remembered. During the year, the office will keep a file of all obituaries, notes, and offers from 5CLIR members to speak. In December, the office will email a complete list of those being remembered to the membership, and ask for speakers. Ultimately, the organizer is responsible for lining up the speakers.

Program: Look in Memorial Program folder on the computer for examples of previous programs, which list the people we are remembering beneath the words “We Remember.” Simply substitute new names for speed and simplicity. Ivory 65# cardstock (8 ½”x 11”) can be purchased by the sheet at Paradise Copies on Conz Street (current price is 4.5 cents per sheet). About 50 sheets should be sufficient. Print off the program on ordinary paper and then photocopy onto the cardstock. The office can do this.

Mount Holyoke College (MHC)

In January 2010, 5CLIR held a “retreat” at MHC. We have also held a luncheon, again in January, at the Willits-Hallowell Center. Because the college has been very short of space and is not able to notify us of availability until a short time before our semester begins, we have not used this as a seminar venue. Also, parking is very difficult to secure.

Name tags

Each new member of 5CLIR gets a name tag, along with I.D card, welcome letter, and a survey to fill out. A self-addressed, stamped envelope is provided to return the survey.

For a replacement name tag: Put blank name badge sheet in printer. Open the TABLE “Membership List” in Access, our database. Find the person’s name you are looking for. In the column “New Member” type “Yes” and SAVE. Go to REPORTS. Click on “Name tag brand new members” and check the correct name is there. Then click on “File; Print”. Now go back to the TABLE, delete the “Yes” and SAVE.

For name tags for new members: Same directions as for replacement tags, except: in the “New member” column, when finished, type in an “X” and SAVE. The “X” will stay there until the end of the year.

Newsletter

Produce newsletter in QuarkXpress, export as a pdf, and email to membership. Take pdf on disc to Paradise Copies to make hard copies for members without email (c. 25) and to have some hard copies on hand to give to prospective members.

Nominating Committee

The Chair of the committee needs to corral some envelope stuffers shortly after the fall preview:
One person to collate ballots and bios,
Two people to fold them into envelope size (a lesson in folding should be given)
One person to stuff envelopes
One person to seal the envelopes – the person collating could probably do the sealing as well.
Last of all, the labels go on.....this could be another person, leading us to – five people needed.

Northampton Council on Aging/Senior Center

Conz Street, Northampton. Venue for Great Decisions (charge for space rental: flat fee of \$100).

Paradise Copies

Located on Conz Street in Northampton. They do all of our photocopying that is too much for the office photocopier. I take them either a pdf on a CD (the newsletter; seminar catalogs) or a pristin paper document (the membership directory) and they give me the finished product. Very friendly and helpful. We have an account (do not pay when you pick up materials) and the bill is sent to us monthly. See also entry for Photocopies (outside the office).

Parking

The Smith College parking sticker must be renewed at Campus Safety – in the Physical Plant building at the bottom of the hill on West Street – at the end of June. Currently it is \$50 and the cost is taken out of petty cash.

Photocopier

Operation:

In order to operate the photocopier, a “Dept ID” code must be entered. For the office and general photocopying of checks, materials to be sent out, etc., use “1” for the ID. Most things to be photocopied will come under this code. After the Dept ID has been entered (whether “1” or another number), press the ID key, located below the * key on the keypad. You are in. Each committee or group has its own ID (e.g. Great Decisions is “6”). The list is next to the copier.

Supplies:

Ikon Solutions – see index card for contact details – supplies toner – very quick response to a phone call (or you can order online). I always keep a spare toner cartridge in the office.

Maintenance:

Contact details are on the Ricoh index card. If you are really stuck and need assistance quickly, call Russ, the fixer. He may be in the area and able to stop by in a matter of minutes. Otherwise, book your maintenance call on the telephone or internet.

In February/March each year, Ricoh emails the office to find out the photocopier reading – the number of photocopies we have made during the last year – in order to charge the correct amount for the maintenance agreement. Instructions on how to do this are in the email. We have never, in six years, gone over the limit and made more photocopies than we pay for as part of the maintenance agreement. At the moment, therefore, the Dept ID codes are irrelevant as far as billing, but may have other uses at another time.

Photocopies (outside the office)

The newsletter; the 5CLIR directory; seminar, summer/winter and special programs catalogs are all photocopied by Paradise Copies, 21 Conz Street, Northampton, MA 01060. We have an account (do not pay when you pick up materials) and the bill is sent to us monthly. See also entry for Paradise Copies.

Post – see “Mail”

Rebate

Fully paid-up members (i.e. those who do not pay a discounted rate) are eligible to receive a \$50 rebate if they do not take any seminars during one of the semesters in an academic year. If they take no seminars at all, they are still only eligible for the one-time rebate of \$50. Members must apply to receive the rebate, and the request must be received by March 15th.

Referring members to the right person

A question about their seminar: call the moderator(s)

A problem with the moderator or something in the seminar they feel needs to be addressed by a person other than the moderator: call the Curriculum Committee co-Chairs; in extreme cases the problem may be better handled by the Ombudsman (currently Anne Lombard)

A question about submitting a seminar proposal: call the Curriculum Committee co-Chairs (currently Mary Franks and Jim Scott)

OR if it is a technical question about the form on the website: call the webmaster (currently Janet Price)

A question about the Encore programs: call Chris Hurn or Larry Ambs

A question about another Special Program: call Lise Armstrong

A question about Council or policy: suggest they call the president (currently Larry Ambs)

Directions to an event or seminar: call the person in charge of the event (this info is in the green Special Programs catalog or Summer or Winter catalogs)

When is the fall/spring preview? – check the 5CLIR calendar on the wall above telephone:

fall preview is usually last Sunday in April/1st Sunday in May;

spring preview is usually the Sunday before Thanksgiving

Where is the fall/spring preview? – usually the fall preview is at Smith College campus center the spring preview is at Lewis–Sebring Commons, Valentine Hall, Amherst College; Willits Howell at Mt Holyoke College; or the Alumni House, Amherst College.

When does the fall/spring semester begin? – fall semester begins c. nearest Monday to 20th September; spring begins the week of Valentine’s Day or the next week if the 14th falls too early. Consult with the Curriculum Committee co-Chairs who determine date

How long does a semester last? – 10 weeks plus a snow date = 11 weeks are booked

If I am away and it is a problem that can wait, ask the person to WAIT for an answer! Leave me a message so that I can contact the person when I return

Seminars

Seminar proposals

All seminar proposals should be filled in online; they will automatically be sent to the Curriculum Committee co-Chairs, the office, and the webmaster (Janet Price at present). If a moderator uses the printed seminar proposal form instead of the online form, they must provide the description in electronic form.

Seminar times – changed in May 2011 for 2-year trial

Monday and Wednesday morning – 10:00 to 12:00 noon; afternoon – 1:30–3:30 p.m.

Tuesday and Thursday morning – 9:30–11:30; Tuesday afternoon – 2:00–4:00 p.m.

Thursday afternoon and all day Friday: no seminars (no change from the norm)

Booking seminar venues

Book ten weeks plus one snow date = 11 weeks. Grace Church, Hitchcock Center, and the Amherst Woman’s Club charge for their space. See latest seminar grid (on the computer in Curriculum Committee folder “seminar grids”) for seminar times, which were changed in May 2011 for a two-year trial.

Seminar venues: some notes and some oddities

Amherst Media (was ACTV) – we pay an organizational membership fee and get free space...

Amherst College – parking issues mean that we should not book seminars before 2:00 p.m. if possible. Seminars are most commonly booked in Room 208 in the Keefe Campus Center – see index card for description of this and another room. Summer use of academic space incurs a fee.

Amherst Woman's Club – Liz Hartzler is very accommodating. Fee of \$150 for use of whole building either morning or afternoon: we book two seminars, using dining room and piano room. Not available Monday and Thursday for ten weeks in a row.

Applewood at Amherst Retirement Community – also hosts our Encores; very accommodating
Arcadia Wildlife Sanctuary, Easthampton – Anne Lombard, our liaison, books seminars there for us, usually Monday, Tuesday, or Wednesday mornings.

Forbes Library, Northampton – will not book space for ten weeks in a row.

Grace Church, Amherst – charges a hefty \$150 for one seminar/one semester. Paperwork to complete and a \$500 returnable deposit to pay.

Hadley Senior Community Center – require a refundable security deposit of \$100; locals must be allowed to attend any seminars or functions held there.

Hampshire College, Amherst – East and West Lecture Rooms in Franklin Patterson Hall are good venues, but members have complained about the mud when parking during winter.

Hitchcock Center for the Environment, Amherst – charges \$100 per seminar; North Room is a little smaller than the larger and quieter Perry Room. Monday afternoons only.

Lathrop Communities (Northampton and Easthampton) – Northampton Lathrop must be booked by a resident. We hold our opera prep (a Special Program) there and one or two seminars per semester. Easthampton Lathrop has the much-favored Mt Tom Room for a seminar.

Lilly Library, Florence – Monday afternoons only; very accommodating.

Loomis Village (Retirement Community), South Hadley – one seminar (usually morning).

Mt Holyoke College, South Hadley – not used for seminars at present as they tend to have no space and let us know this very late; parking a real problem for seminar participants.

National Yiddish Book Center, Amherst – Jerry Goldman normally holds his seminars here: Monday or Wednesday; very accommodating.

Newman Catholic Center at UMass – we hold our Italian Special Program here in the Quigley Room (2nd floor) and one morning seminar in Classroom 2 on the 1st floor. Seminar can be Mon, Tues, or Wed morning; we must finish by 11:30. Hard to reach David Rondina, who makes reservations. Dean Poli books the Italian Special Program.

Renaissance Center, Amherst – can be booked for seminars that are Renaissance-related.

Rockridge Retirement Community, Northampton – available to us any afternoon; the library is very popular for small seminars and workshops; larger basement room also available, and activity room great for art classes. Julie Wysk is very accommodating.

Smith College, Northampton – Kathy Sanantonio at Events books us into Dewey Hall Common Room; Doreen Kelly makes bookings for Room 308, Lilly Hall, at the Smith School for Social Work (available to us Monday a.m. and p.m.). Summer bookings are done by Karen Brunette; summer use of academic space now incurs a charge. We pay the lower, non-profit rate.

UMass, Amherst – Al Bynum is very accommodating and books two seminars for us at the Transit Facility on Commonwealth Avenue. The Continuing Education building has a very nice

room (113), but we can have only one seminar per semester. They now respond quickly to my booking requests, which are sent to Laura Howard, cc'd to Allan Jenkinson.

Registrations – Lists of Participants

Printouts of all current Seminar lists are kept together in a folder. When someone wants to join a seminar, check to see if it is full. If not, write down the person's name at the bottom of the list, along with the date added, or put them on the waiting list if all spaces are taken. (Again, put the date next to the name.)

If they are on the waiting list: let the person know where they are on the waiting list.

If the seminar is not full and they can join it, email the moderator(s) *and* the person to notify them. Then send out a new seminar list to the person who has just joined the seminar and to the moderator(s). If I am away for a short time, just notify the parties and give the moderators the contact details of the new participant and I will do the paperwork when I return.

If someone drops the seminar, cross them off the list and write “w/d” and the date; notify the moderator to check if it is all right to add a replacement, then contact the first person on the waiting list. Once you hear back from them, notify the moderator again and send them the new list (if any). If the first person says NO, then continue down the list until you find someone who wants to take up the place. Again, if I am away for a short time, I will send out the list when I return.

List of remaining available seminars

If you add someone to a seminar and it is then filled, cross the seminar off the list. If someone drops a seminar and thereby creates a vacancy (and there is no waiting list), add it to the list!

Smith College (SC)

We hold seminars in Dewey Hall Common Room and in Lilly Hall (courtesy of the Smith School of Social Work), although we have lost the use of the Field House. We hold our fall preview at the campus center (and have used Davis Hall in the past), and computer workshops in Seelye Hall and Green Hall. Use of academic spaces in the summer now incurs a fee; we are charged the non-profit rate. Smith kindly provides us with our offices and telephone service.

Stationery

Our headed stationery – envelopes, writing paper, compliments slips, I.D. cards – comes from Marcus Company, Inc (see index card for contact details). They have the designs on file, so the cost of an order is for the printing only. I order 2,000 printed envelopes at a time, and 1,000 I.D cards (not necessarily at the same time).

Summer/Winter Programs

1. When a check is needed for a trip or other event, I need an invoice or bill from the company or person providing the service.

2. The facilitator is responsible for contacting the company to ask for the invoice, and for notifying them of the number of tickets needed (and at what price was agreed if that may be different from the usual cost). I do not have the lists of people attending so I have no way of asking for X number of tickets for an event. This is the responsibility of the facilitator!

3. I need the invoice or bill with plenty of lead time before the trip, since I have to have the Treasurer approve the check request that then has to be emailed to Five Colleges. Checks are only written on Fridays, and only signed on Mondays and Tuesdays, and are usually not mailed out until Wednesday – and we are no longer allowed to pick up checks, they have to be MAILED out.

This information needs to be relayed to all committee members.

Telephone

It is helpful to keep a paper trail of all telephone calls in case an issue needs to be revisited. When listening to messages on the answer machine, record each telephone number as it is spoken (ignore the initial number “9,” which is simply the code to dial out), and jot down a brief note or a few words about each call of any consequence in the notebook in front of phone. This helps someone else coming into the office to see what has been happening and what issues might need to be addressed in the near future if the call was unresolved.

Directions for the answer machine are in front of the phone, taped to the desk. Here they are:

To put answer machine on:

Hit FORWARD button (left-most button under the number display window), then punch in 2074, then hit the DONE button (right-most button under the number display window). (Once you have hit FORWARD, if you look at the display window, it will tell you what number to punch in...2074.)

To turn off answer machine, hit CHECKFW button (where the FORWARD button was) twice.

To listen to messages, have your pen ready, then dial 2074.

A voice says, “Nortel call pilot – mailbox?” Punch in 3756# (don’t forget the # key!)

The voice says, “Password?” Punch in 12 10 40# (again, you need the # key at the end)

The machine will go through the messages.

The voice gives the phone number before each message. **Write down the phone number**, eliminating the initial “9,” which is just the prefix to each number when you dial out. (I don’t know why the voice mentions the “9” at all.) Jot down the message briefly – just enough of an *aide memoire* so you will be able to look up the answer if necessary, and deal with the query when you call back...for example, telling the caller the appropriate person to contact about a summer program they were enquiring about.

After you have listened to the message and you are happy that you have the information you need, delete the message:

To delete a message:

Either delete the message right after you have listened to it and jotted down the telephone number and the message or go back to the message later (see “To listen to messages,” above) to delete it.

To delete right away: when the machine says “End of message,” DELETE the message by punching 76. (Otherwise all the messages have to be listened to again, one by one, before erasing them!) Please erase all messages if possible, as it is very time-consuming to go through them all.

To delete later on: Dial 2074 to access the mailbox, and when you hear the message you want to delete, punch in 76 when the message comes to an end. You cannot then retrieve the message.

To listen to a message again:

You can start the process all over by dialing 2074 to get into the mailbox system.

University of Massachusetts at Amherst (UMass)

We have three venues for seminars at UMass: the Continuing Education building (one seminar); the UMass Transit Facility on Commonwealth Avenue (two seminars); and the Newman Catholic Center at UMass (one seminar and one Special Program: Conversational Italian).

W.B. Mason (previously called Whalen’s)

W.B. Mason is our stationery source. We have an account there. Order whatever you need by telephone (see index card) or in person, and they will deliver the next day. Five Colleges will send us any invoices to be paid.

Website

The5CLIR website (www.5clir.org) is hosted by Crocker Communications, P. O. Box 710, Greenfield, MA 01302-0710. They send us a bill by email (to the 5clir@smith.edu address) once a month for \$9.95. They will not bill us any less frequently! Network Solutions also charges us (every five years) to host our website.

At present (July 2012) 5CLIR member Janet Price is our webmaster. She is the only person who uploads information to the website. The office should send her the newsletter (with all email and telephone numbers of members removed first) and the seminar, summer/winter, and special programs catalogs (also suitably censored for contact details). Any other documents of importance to the membership should also be sent to Janet for uploading to the website.

APPENDICES to Office Booklet

- A. Email to moderators re nominating someone for Council**
- B. Ballot**
- C. Bios (a few examples)**
- D. Committee responsibilities**

APPENDIX A

Email to moderators re nominating someone for Council

Each semester moderators are asked to canvas their seminars for Council nominations. It is hoped that each seminar will nominate one candidate for Council. I would be grateful if you would take a few moments at the beginning of one of your sessions and give your seminar participants the following information before nominating someone from the seminar.

Council members serve for three years and are expected to attend all Council meetings, which meet the second Thursday of each month, but not usually in January and August. Meetings are at Five Colleges, Inc. headquarters in Amherst.

As a Council member you would be expected to fully participate in Council meetings, and work in committees from time to time.

The office will ask nominees to submit a short bio (one or two paragraphs at most) shortly before the election.

It is nice to be wanted, but if someone is nominated by a seminar, they cannot be nominated by a second seminar, and must advise the second seminar of this if they are nominated again. The seminar must choose someone else. (This sounds obvious, but many candidates let themselves be nominated twice!)

The moderator may be nominated by the seminar.

Upon completion of a three-year term, a Council member is ineligible for one year for re-election.

Please email me to let me know the result of the nominating process in your seminar.

APPENDIX B

**FIVE COLLEGE LEARNING IN RETIREMENT
ELECTION OF OFFICERS AND COUNCIL MEMBERS**

for the year July 1, 2012 –June 30, 2013

BALLOT

Please check the boxes below to indicate approval of the candidates for OFFICERS of the Council.

President (already elected)	Larry Ambs
Vice President/President-Elect	Joan Wofford
Secretary	Dorothy Rosenthal
Treasurer	Sandy Muspratt
Assistant Treasurer	Dave Cramer

There were no nominations from the floor at the Annual Meeting.

Please put a check next to the names of three candidates for Council membership. Each elected member will serve a three-year term on the Council, from July 1, 2012 to June 30, 2015.

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Paul Berman | <input type="checkbox"/> Dorothy Gilbert | <input type="checkbox"/> Jim Scott |
| <input type="checkbox"/> Joan Davis | <input type="checkbox"/> Chris Hurn | <input type="checkbox"/> Rich Szlosek |
| <input type="checkbox"/> Janice Dore | <input type="checkbox"/> Jim Perot | |
| <input type="checkbox"/> Peter Ferber | <input type="checkbox"/> Eva Sartori | |

When you have completed marking your ballot, fold it and return it in the pre-addressed envelope. **As the envelope will not be opened immediately, please do not include any other forms with the ballot!** Mail your ballot to arrive at the 5CLIR office **no later than Friday, June 1st**. Postage is 45 cents for a letter... you may also bring your ballot to the office. *A lost ballot cannot be replaced!*

APPENDIX C

BIOS (a few examples)

The OFFICERS

Larry Ambs (President)

Larry is a retired engineering professor from UMass, who has lived in Amherst for 40 years. He has moderated seminars on Energy Resources, Energy Efficiency, Teddy Roosevelt, 19th- and 20th-Century Business Innovators, The Other 19th-Century Presidents and Pre-Colombian North Americans. His ongoing interests lie in history, politics and foreign policy, technology and early American cultures. He has served on the Long Range Planning Committee, the Special Programs Committee where he has helped coordinate the Encore and Special Lectures program and the ad-hoc Communications Committee.

Joan Wofford (Vice-President/President-elect)

Upon moving to Northampton in 2006, I fell in love with LIR and have been both taking and moderating seminars ever since, finding it to be a wonderful model for adult learning.

Since 1975, I have been a member of a two person organizational consulting firm, Leadership and Learning, Inc. offering highly interactive seminars both nationally and internationally. Prior to that, I served unsuccessfully as president of a failing non-profit consulting firm. And in the sixties, I was heavily involved in educational innovation in Washington, D.C.

Other perhaps relevant experiences include co-authoring several books on adult development and leadership, teaching organizational development in four colleges and universities in the Boston area, and serving for a dozen years on an elected school board.

Ellen Peck (Secretary)

I have been a member of 5CLIR for four stimulating years. During this time I have moderated six seminars: “Greek Gods and Goddesses;” “Modern Indian Novelists;” “Observing Nature—Nature Writing;” “Displaying Nature—Gardens;” “Three Generations in Modern Egypt—the Cairo Trilogy of N. Mahfouz;” and “The Century Cycle: Plays by August Wilson.” I have also been a regular in the “Writing From Memory” and the “Poetry Reading” seminars. My committee work has included Membership, Summer/Winter Programs, and Curriculum.

I came to the Pioneer Valley in 1977 to teach English and American literature and to work at the Writing Center at Mt. Holyoke. Since formal retirement I have volunteered as a docent at the Springfield Museums, leading adult and school tours and training fellow docents. For four years I was on the board of the National Docent Symposium. I sing in a church choir and in the South Hadley Chorale. Over the years, I have served as secretary for various groups; most recently I was the Clerk of the Vestry for All Saints’ Episcopal Church in South Hadley.

Nominees for Council

Laura Cranshaw

I “returned” to the Valley in 2003, having graduated from Mount Holyoke College in 1950. For nearly fifty years, I lived in Wellesley, where I pursued my career as a health care administrator, while raising my five children. On moving to Northampton, I was overjoyed to find LIR. I have taken more than a dozen seminars and enjoyed them all, and this fall I hope to moderate my fourth seminar on choral music, a lifelong and continuing interest. I have served on the Finance Committee and am currently in my third year on the Curriculum Committee. I have met so many interesting people in seminars and on committees. LIR has truly enriched my life. I hope to be a contributing member for many more years to come.

Jim Scott

Jim Scott has been a member of 5CLIR for more than 15 years. During this time he has moderated more than 15 seminars, and he has served on a number of 5CLIR committees, including Council. He brings experience and dedication to 5CLIR, and he looks forward to continuing in that service.

Eva Sartori

I joined LIR ten years ago after moving to the area from Nebraska. Until my retirement I worked at the university library as a specialist in the humanities and as coordinator of special programs. LIR has been a great source of intellectual stimulation and personal friendships. I have taken a variety of seminars, co-moderated three: on the Dreyfus Affair, on Mediterranean cooking, and on the short stories of Chekhov and Tolstoy, and served on the Members Support Committee and the Curriculum Committee. In addition to my LIR activities, I am also a community volunteer for the Foster Care Review program of the Department of Children and Families. I have seen LIR expand its offerings to include a greater variety of options. In addition to seminars, we offer workshops, many special programs, as well as activities organized by the Summer/Winter programs committee. As a member of Council I hope to explore additional activities and flexible formats that would serve members’ needs and encourage others to join.

APPENDIX D

Committee responsibilities:

A document drawn up to shift committee work from the office back to the committees to allow the office manager more time to spend talking with members and prospective members.

Responsibilities of Committee Chairs, Facilitators, and any 5CLIR Member Organizing a 5CLIR Function or Activity

A. Booking space for an event or a meeting

Bookings for spaces normally used for seminars at the five colleges are done through the office (e.g. the Amherst College Campus Center). Places such as: The Alumni House and dining halls at Amherst College, the Campus Center at Smith College and the student center and dining hall at Mt Holyoke are booked by the office.

All other bookings are normally made by the facilitator, organizer or the committee Chair. Some college spaces where events have been booked by committees include: Botanical Gardens, Smith College; Ford Hall tour, Smith College; Sophia Smith Archives, Smith College (contact Ginny Christenson, who used to work there); Smith College Archives; Smith College Art Museum. If in doubt about bookings at a college, call Callie.

Make sure you check the **Events Calendar** on the 5CLIR web site before booking an event. The office is responsible for updating the Google calendar on the 5CLIR website. As soon as a committee meeting or event is booked/organized/or planned by a 5CLIR member for a 5CLIR function, please notify the office so the calendar can be updated and conflicts can be avoided.

B. Keeping track of participants

1. The office is responsible for taking payments and sending sign-up sheets (if any) or names of attendees to the designated Chair of the committee.
2. The Chair is responsible for collating lists of members who have signed up for each event and sending the lists to the respective facilitators. These lists should be in electronic form so they can be emailed by the facilitators to the participants if needed (for carpooling, for instance).

C. Budgets

Chairs must approve the money spent from their budget. Any amount over \$100 must be cleared with the Treasurer.

D. Check requests – payment

1. When a check is needed for a trip or other event, the office needs an invoice or bill from the company or person providing the service.
2. The facilitator/organizer/Chair is responsible for contacting the company to ask for the invoice to be sent to the office and (if relevant) for notifying them of the number of tickets needed (and at what price was agreed if that may be different from the usual cost).
3. The office needs the invoice or bill with plenty of lead time before the trip, since the LIR Treasurer must sign the check request that must be in the internal campus mail no later than 1:00 p.m. on Wednesday. Checks are only written on Fridays, and only signed on Mondays, and are usually not mailed out until Wednesday – and no one is allowed to pick up checks; they have to be MAILED out.

E. Publicity

Make sure the PR Committee has press releases ready in good time for submission to the media. PR must be notified in advance of any external publicity planned by an individual or committee. All media have specific lead times – sometimes as much as three weeks.

F. Communications

1. All reports, emails to be forwarded, and other communications sent to the office need to be in publication form. The office will proofread communications, but will not create them. Materials should be sent electronically, and preferably by email attachment.
2. Catalogs - Committee Chairs (Special Programs and Winter/Summer Programs) are responsible for proofing their respective fall and spring catalogs to ensure accuracy before the catalogs go to press. (Each facilitator should be sent the entry for their event for further checking. This is the responsibility of the committee Chair(s).) The finished catalogs should be emailed (as an attachment) to the office.
3. Brochures, pamphlets, programs and registration forms are to be made up by the respective committees, not the office.

October 2010

Five College

Learning in Retirement

Office Calendar

May 2011

January

Winter Programs take place

New Members' Tea (or Morning Coffee) in late January or mid-February

Memorial Program – first Thursday in January; snow date Friday (Past President organizes)

Curriculum Committee may not meet 1st Thursday; Council may not meet 2nd Thursday

If Council meets, email agenda template to president; request committee reports from Chairs;
email agenda and committee reports to Council and Chairs on day before Council

Remind Curriculum Co-Chairs to email *Moderators' Manual* to new moderators

Late January: notify campus parking offices/get Smith permits/send seminar lists in Excel
to campus safety at Amherst College for seminars starting in February

Reserve venue for end April's Fall Preview & AGM in Carroll Room, Smith Campus Center

Prepare & send February newsletter (email to membership; print some hard copies)

February

Early February: check parking permits, Amherst Woman's Club key arrangements, etc. well
before start of seminars

New Members' Tea (or Morning Coffee) takes place in late January or mid-February

Print new telephone directories at Paradise Copies and mail to members

Email agenda template to president; request committee reports from Chairs; email agenda
and committee reports to Council and Chairs on day before Council

Email/mail moderators an invitation to Moderators' Meeting in March

Great Decisions Program – mailings and press releases to go out as instructed by Chair

Contact members who have not enrolled in a spring seminar

Prepare March newsletter (email to membership; print some hard copies)

March

Send membership/seminar statistics spreadsheet to Larry Ambs for updating

Email agenda template to president; request committee reports from Chairs; email agenda
and committee reports to Council and Chairs on day before Council

[Prepare spreadsheets for Great Decisions registrations and input data]

Attend Great Decisions registration Friday mornings (March/April/May)

[Send Great Decisions attendance report (name + zip code) to Senior Center weekly]

Send check requests for Great Decisions speakers – get Soc Sec number & home address

First or 2nd week email moderators to nominate Council members from seminar

Confirm with nominees that they are nominated and then create ballot

Request bios from all nominees; assemble bios into document to send out with ballots

Email feedback forms to moderators in time for use before Moderators' Meeting

Order new membership cards (if needed) from Marcus Printing

Work on schedule for fall seminars (and reservations)

Make reservations for summer computer workshops; if necessary, submit paperwork for use of
academic space in the summer & pay fees (Smith and Amherst Colleges)

Email invitation for Preview of Fall Semester to all members

continued...

APPENDIX FIVE continued

Remind PR committee to design ad for *Gazette, Republican*, etc. Put advance notification in their calendars (for free), before running the ad just before the preview
Prepare & send April newsletter; include invitation for Preview of Fall Semester
Remind Nominating committee Chair to get members together to stuff ballot envelopes the week after the AGM

April

Attend Great Decisions registration Friday mornings; continue to update spreadsheets
Send check requests for Great Decisions speakers – get Soc Sec number & home address
Send Great Decisions attendance report (name + zip code) to Northampton COA weekly
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Contact Council nominees to send in their bios
Produce Seminar Catalog & Summer Catalog & Special Programs Catalog
Take all three catalogs to Paradise Copies to be printed
Remind PR to send advertising copy to area newspapers re: fall preview
End April – Preview of Fall Semester and AGM (Carroll Room, Smith Campus Center)
Work at Preview; mail packets to all who didn't attend Preview
After Annual Meeting, finalize election papers; brief Chair of Nominating Committee
Late April/early May – configure database for new 5CLIR year
Late April/early May – enter seminar registrations into database
Prepare May newsletter (email to membership; print some hard copies)
Insert Invitation to Preview and Annual Meeting in newsletter; email invite to members
Make copies of the Moderators' Policies document to hand out to moderators at Preview
Remind the incoming President to thank the outgoing President at the AGM & get gift
Prepare ballot and bios for printing and stuffing the week after the preview

May

Mail packets to all who didn't attend Preview
[Attend Great Decisions registration Friday mornings; continue to update spreadsheets]
[Send check requests for G.D. speakers – get Soc Sec number & home address]
[Send Great Decisions attendance report (name + zip code) to Senior Center weekly]
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Late April/early May – configure database for the new year & enter dues & registrations
Update email address book from membership application information
Acknowledge donations and other gifts as they come in
Send Summer/Winter Committee Chair the summer program sign-up sheets to collate
Prepare seminar lists for the lottery after the imposed deadline
The lottery – be on hand to answer questions, provide paperwork as needed
Email seminar confirmations after the lottery (in May or June)
Ask Chair of Nominating Committee to get volunteers to stuff envelopes: ballots & bios
Book next year's dates for Curriculum Committee & Council with Five Colleges
Prepare June/July newsletter (email to membership; print some hard copies)

June

The lottery if not done in May; be on hand to answer questions, provide paperwork
Email seminar confirmations after the lottery (in May or June)
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Count ballots
Email thanks to all participants in election; then email election results to the membership
Continue entering data into database as registrations come in and acknowledge donations
Remind Curriculum Co-Chairs to email *Moderator's Manual* to new moderators
Send Summer/Winter Committee Chair the summer program sign-up sheets to collate
Cancel July/August Curriculum Committee and/or Council meetings if necessary

July

Continue entering data into database as registrations come in and acknowledge donations
Advise Co-Chairs of Curriculum Committee to book venues for end of October and end of March "Moderators' Meetings" (and decide whether to hold them!)
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Arrange for parking permits for fall seminars
Cancel August Curriculum Committee and/or Council meetings if necessary
Prepare August newsletter if enough content to merit a newsletter!

August

Continue entering data into database as registrations come in and acknowledge donations
If meeting, email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Update email address book from membership application information
Email or call members who have not registered yet
Contact members who paid but didn't register for seminars
Ask Curriculum Co-Chairs to reserve space for Moderators' Meeting in October – 5th Thursday if possible, or 3rd or 4th
Arrange for parking permits for fall seminars if not completed in July
Book AC Alumni House for Memorial Program first Thursday in January (+ snow date)
Work on Annual Report
Prepare September newsletter (email to membership; print some hard copies)

September

Print new telephone directories at Paradise Copies and mail to members
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Double-check fall reservations & parking & that everyone registered for classes has paid
Email/mail final seminar lists to moderators & participants; update Access cont'd...
Contact old members who have not registered yet, and those who paid but didn't register
Update LIR Google calendar as necessary – this is a weekly task throughout year
Contact all Committee Chairs re: updating committee lists
Confirm Spring Preview reservation (preview is usually weekend before Thanksgiving)
Make reservation for late April/1st weekend in May Fall Preview & Annual Meeting
Prepare October newsletter (email to membership; print some hard copies)

October

Continue to update database; check email addresses are up to date
Request committee reports from Chairs; email agenda and reports to Council
Report to Treasurer number of discounted dues, rebates
Email notice for Moderators' Meeting
Email feedback forms to moderators
First or 2nd week email moderators to nominate Council member from seminar
Email invitation to Spring Preview (Preview is usually around 20th November)
Work on spreadsheet for spring seminars; make room reservations
Prepare November newsletter and include invitation to Preview
Remind PR committee to design ad for *Gazette, Republican*, etc. Put advance notification in their calendars (for free), before running the ad just before the preview

November

Work on spreadsheet for spring seminars
Make room reservations for spring seminars
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Make room reservations for January computer workshops
Produce Seminar Catalog & Winter Catalog & Special Programs Catalog
Take all three catalogs to Paradise Copies to be printed
Send news release to area newspapers re: Spring seminar schedule & Winter Programs
Confirm all prep is done for Spring Preview – at Amherst College (Past Pres in charge)
Make copies of the Moderators' Policies document to hand out to moderators at Preview
Work at Preview
Mail packets to all who didn't attend the Preview of spring semester
Make reservation for Moderators' Meeting in March (get date from Curric. co-chairs)
Enter seminar registrations into database
Send Summer/Winter Committee Chair the winter program sign-up sheets to collate
Prepare December newsletter

December

Enter seminar registrations into database
Acknowledge donations and other gifts as they come in
Email agenda template to president; request committee reports from Chairs; email agenda and committee reports to Council and Chairs on day before Council
Send Summer/Winter Committee Chair the winter program sign-up sheets to collate
Prepare seminar lists for the lottery after the imposed deadline
The lottery
Email/mail seminar lists to moderators and participants after lottery
Memorial Program prep (for Jan.): confirm set up & parking (Past President is in charge)
Double check reservations, equipment & parking for January Programs
New Members' Tea/Morning Coffee – send list of new members to Memb Supp comm
Keep updated on Great Decisions progress
Double check reservations for seminars starting in February
Cancel January Curriculum Committee and/or Council meetings if necessary
Reserve venue for April/May Fall Preview and Annual Meeting – at Smith College
Make reservation for Moderators' Meeting in March if not done in November
No January newsletter to prepare

All months: Photocopy checks and send copy and checks to Five Colleges with copy to office files; a copy of advice sheet to Treasurer, Five Colleges, and office files.
Keep updating the Google calendar as notified of events and meetings.

Report by Ad Hoc Development Committee

The Committee feels the following recommendations should be considered if we are to continue our work.

1. Fundraising is necessary to prevent LIR from falling behind financially.
2. We foresee an increase in costs for additional personnel needed for Great Decisions and needed venue rentals for some future LIR programs.
3. An increase in numbers and scopes of LIR programs.
4. We believe that we should either raise dues every year or do fundraising to cover such needs.
5. The Development Committee recommends that we offer additional programs that would appeal to non-LIR attendees, as well as to LIR members, that will net additional funds over and above the costs of such programs.
NOTE: An average of 45 non-LIR members attended each of the Great Decisions sessions.
6. We also recommend that all or most LIR events, for which LIR members must pay, net a small amount beyond the costs of the event.
7. We recommend that LIR sell LIR-logo GREEN TREE T-shirts, totebags, bumper stickers, coffee mugs, stainless steel water bottles, etc. priced to give some additional funding to LIR.
8. We recommend the Memorial gifts be solicited from LIR members and the family members of deceased members, possibly designated for the Scholarship Fund, in an effort to allow the continuation of the pleasure afforded to the deceased member to those unable to afford it. Friends of the deceased LIR members might also be encouraged to contribute in their memory.

In addition to the above suggestions, other items of discussions were about how individual committees should arrange to have their own members take care of preparing their materials for mailing of material, rather than having Callie arrange it. Hire an intern to take care of the sound and projection needs of the Great Decision Program. Having a program like Great Decisions, but focusing on domestic issues in the fall of the year.

Last year's Auction, which was held as part of the January Luncheon, was a great success and certainly should be continued.

Finally, we believe that that the Council should make a policy decision on what accounting system will be used for the LIR accounts, and that system be continued from one year the next. Respectively submitted

Development Committee Dave Cramer Chairperson, John Armstrong, Sandy Muspratt,
Jeff Caplan, Marybeth Bridegam and Anne McIntosh

Report by Ad Hoc Committee on Requests from Outside Organizations

To: Five College Learning in Retirement Council
From: Ad Hoc Committee on Requests from Outside Organizations
Date: July 1, 2010
Subject: Recommendations

INTENT: While it is important for 5CLIR to participate in and cooperate with other community organizations, the Ad Hoc Committee recommends that 5CLIR adopt the following guidelines for dealing with requests from outside organizations. Requests may include publicity, sponsorship, collaboration, volunteers, etc.

- (1) 5CLIR does not accept any requests from for-profit organizations.
- (2) To protect the privacy of its members, 5CLIR does not make its membership list available to any outside organizations or individuals under any circumstances.
- (3) 5CLIR accepts requests relevant to its mission and interests from Five Colleges, Incorporated and any of the five colleges.
- (4) The 5CLIR President reviews requests from outside the Five College community. The Office Manager maintains a list of email addresses of people who have opted to receive such information.
- (5) Contact information for volunteer opportunities outside of 5CLIR are posted on our web site, so that individual members can pursue them.
- (6) Members of 5CLIR are requested not to use the membership list for purposes beyond those relevant to 5CLIR activities. If individual members wish to inform others of outside events, they should send the information to the Office Manager and these requests will be handled as under item 4 above.

Report of The Sub-Committee to Review the Role and Membership of the Public Relations Committee

The sub-committee met on Friday, February 18, 2011 with Peter Ferber, Mary Franks, Dottie Rosenthal, Sara Wright, and Joan Wofford attending.

DEFINITION OF TERMS:

Advertising involves what we say about ourselves.

Public Relations involves what we get others to say about us.

The PR function for LIR involves both.

EMPHASIS ON PUBLIC IMAGE:

There was agreement that activities that improve our image with the public and with Five College, Incorporated. are a vital part of what the PR Committee should focus on. In that regard, activities like volunteering for WFCR and Deerfield Academy provide us important visibility.

It has also been the practice to involve the Treasurer and President of Five College, Incorporated as much as possible, including sending them our minutes and newsletter and occasionally inviting them to attend our meetings. This was begun and should be continued.

Other ideas for increasing visibility included:

Urging the press to interview Peg Bedell in terms of her opera program (and other Special Programs),

Displaying books written by LIR participants,

Emphasizing the involvement of local professors in this year's Great Decisions Program.

IDEAS FOR RECRUITMENT:

Make sure that our leaflet is included in the retirement packages of all five colleges;

Explore whether Janet Price, who is well-known at Amherst, would be willing to make a presentation to retiring faculty;

Encourage Dean Poli to continue to make presentations using the PowerPoint he has developed;

Encourage Joan Wofford to pursue her idea of recruiting at area secondary

schools, both public and private.

CONTINUED CLEARINGHOUSE FUNCTION:

There was agreement that the PR committee needed to continue to function as a clearinghouse for all publicity to avoid the problems inherent in committees pursuing their own publicity.

FORMATION OF NEW COMMITTEE:

Given the resignation of the members of the current PR committee, a new committee is proposed consisting of a committed representative from the following committees:

Curriculum
Special Programs
Great Decisions

These representatives would be joined by a core group of Mary Franks, Peter Ferber, and Joan Wofford, the latter to serve as chair until her term of president begins in July by which time a new chair will have been identified. In the meantime, other potential members would be identified and invited to serve.

ADDITIONAL INTERESTING IDEA

Peter Ferber suggested our exploring the idea of trying to put together the equivalent of Great Decisions but focused on domestic issues. This would not fall under the purview of the Public Relations Committee, but seemed like an idea worth consideration.

2003 Diversity Task Force September 2003

Jim Harvey, chair, distributed a report from this ad-hoc group, Recommendations of the LIR Diversity Committee.

Naomi led a discussion of the five suggested steps; Jim's group will be asked to propose specific language for item #1: "make a clear policy statement and put it on the website and in the newsletter." Council members recommended that "diversity" be a topic for the "Conversations" (formerly Conversations over Coffee) program. A discussion among members with inter-racial, or other "diverse" grandchildren seemed appealing also.

We agreed that person-to person contact is probably the most effective way to achieve a more diverse LIR membership.

Naomi expressed the Council's appreciation to Jim and his group for their efforts.

RECOMMENDATIONS OF THE LIR DIVERSITY COMMITTEE

Members: Wayne Cowan, Jim Harvey, Suzanne Lehman, Sanat Majumder, Doris McKethan, Dave Moriarty, Howard Parad, Diedrick Snoek, Naomi Yanis

We met on August 1, 2003 and September 5, 2003.

We identified the following kinds of diversity to be discussed:

1. Ethnic
2. Educational background, Intellectual level
3. Preferred style of classes/seminars — i.e. lecture, peer learning etc.
4. Economic
5. Political opinion
6. Sexual orientation
7. Nationality and culture

A number of questions were raised:

1. How diverse do we have to be?
2. What are the signs of our non-diversity or homogeneity?
3. What is so good about being diverse?

Some points made in the course of discussion:

1. Just as diversity in biology is important, so also a learning environment would profit from diversity as well. In that way assumptions and points of view are challenged and enriched. For example someone who was "different" in some way would sometimes see things from a different point of view that would not occur to others. We need to "keep our doors and windows open for good ventilation of diverse ideas".

2. For the most part, new people come into the group through friends, which can be a way of limiting diversity, since "birds of a feather flock together". It was suggested that we need to have ways of reaching out, perhaps using the "Ambassador" approach of Elder Hostel to reach out to different kinds of people, or perhaps increased publicity in a variety of places. As individuals we need to be welcoming and all of us need to work on expanding the variety of friends that we have. As a group, we need to create a "comfort level" for various types of people who may not be in the majority in LIR. Would, for example, a "Bush Republican" feel welcome? Are we secure enough in our own points of view to allow a different one?

3. Program content can be a way of encouraging diversity. For example having a course dealing with issues of sexual orientation would send a signal that LIR is open to gays and lesbians. Similarly course content that deals with issues of race and class may be a signal that we as a group are open to all races and classes.

4. It was pointed out that individuals have different comfort levels:

- Some have no discomfort with a lack of diversity
- Some have some discomfort, but not enough to change
- Some have stronger discomfort and are motivated to do something to change the status quo.

We then turned to an assessment of the present state of diversity in LIR. We felt that it is entirely possible that some may feel discomfort being a member of a small minority in a number of ways:

- Ethnicity/Race
- Education level
- Social class
- Points of view on politics and other controversial issues.

We feel that LIR is already doing a number of things to increase the comfort level of those who are “different”, but that perhaps more could be done.

Accordingly we suggest several ways in which LIR could be more of diversity noted above:

1. Make a clear policy statement and put it on the website and in the newsletter.
2. Find new ways of reaching out through advertising and other means of getting in touch with a larger circle of retired people, stressing person to person outreach. Members should be encouraged to invite those who are different from themselves as well as those who are similar.
3. Perhaps open up the discussion of diversity to the larger group — perhaps through “Conversations over Coffee”.
4. Take a look at course content to make sure that it appeals to a variety of points of view and interests.
5. Find ways of helping members be aware of the need for openness via newsletter articles, Conversations over Coffee, and workshops on topics such as “Dealing with Differences”.

Moved at Council: “Believing that a diverse membership is central to a rich and stimulating learning environment, Five College Learning in Retirement provides a welcoming atmosphere to all.”

Motion unanimously approved.

Manual of 5CLIR Policies and Operations

Approved by Council June 9, 2011

This manual provides instructions and directions for the day-to-day operation of all aspects of Five College Learning in Retirement (5CLIR) activities and should be read in conjunction with the 5CLIR Bylaws. The Bylaws and amendments are approved by the members of 5CLIR at Annual Meetings and specify the rules governing our organization. The Policies and Operations Manual is mandated by the Bylaws and implemented by Council. The manual covers policies and procedures that are essential to the consistent operation of 5CLIR programs. Copies are provided to all members of Council and to committee chairs; any other 5CLIR member may request a copy. The manual is a living document that reflects the institutional memory of the organization since its establishment in 1989 and is amended by Council as needed.

This manual consists of two parts. The main section contains the established policies formally approved by Council; these policies, along with the Bylaws, specify procedures that must be followed. The appendices, in contrast, contain guidelines endorsed by Council but not presenting absolute requirements.

Section I: Council

Section II: Committees

Section III: General 5CLIR Policies

Section IV: Responsibilities of Any Member Organizing a 5CLIR Event

Section V: 5CLIR Office

Appendix A: Accounting Procedures

Appendix B: Guidelines for the 5CLIR Secretary

Appendix C: Responsibilities of Moderators

Appendix D: Guidelines for Seminar and Workshop Participants

Appendix E: Guidelines for Bus Trips

Appendix F: Schedule Guidelines for 5CLIR

Section I: Council

Responsibilities of Council

Our Bylaws direct that Council is the governing body of 5CLIR. Council thus has the authority to manage all educational, organizational, and budget matters of 5CLIR. Council also advises in the hiring of office employees. (See Art. IV, Sec. 1.)

Council's function is to keep us aligned with our mission and to continually evaluate our performance and operation. In the process, Council acts for the membership in guiding

the organization as we seek to fulfill our mission statement. Council therefore seeks input from members and the committees that make the organization run smoothly.

Council sets policy and provides guidelines to the committees in their important job of implementing the organization's goals. Proposed changes in 5CLIR policies, procedures, and committee operations are evaluated and approved by Council, who is the final authority for the organization.

Responsibilities of Council Members, Officers, and Chairs

Meeting Attendance

The nine elected members of Council and all officers are expected to attend scheduled Council meetings, with no more than two planned absences. Candidates for these offices should be informed of this policy. *Adopted 2000*

Chairs of committees are expected to attend, without vote, at least those Council meetings that will consider matters relevant to their committees.

Other members of 5CLIR may attend Council meetings, either with the permission of or at the invitation of the President.

Annual Reports

Council directs that an annual report be prepared for each year. Said report is a comprehensive record of the year, providing archival material for the guidance of future Council members and committee chairs. All officers, committee and ad-hoc committee chairs, the Ombudsman, and the Office Manager shall prepare a summary report for the year that includes, as appropriate:

- ▶ a brief narrative of the year.
- ▶ the committee's membership and turnover.
- ▶ a calendar list of activities for the year, noting those that were considered special successes or disappointments and specifying what needs to be reported to Council and when.
- ▶ any relevant data, including financial records.

The deadline for submission of this material to the President is June 30.

President's Responsibilities

Management and day-to-day operation of 5CLIR is directed by the President, often in consultation with the presidential team consisting of the President, Vice President, and the Past President, and sometimes with the Executive Committee, who are in turn answerable to Council.

The President's duties mandated in the Bylaws include setting the agenda for and chairing Council meetings, serving ex officio (without vote) on committees, and representing 5CLIR on public occasions. (See Art. V, Sec. 2.) The President also oversees the 5CLIR Office Manager and is responsible for supervising the production of the annual report.

Vice President's Responsibilities

The Vice President's duties, as mandated in the Bylaws (see Art. V, Sec. 3), are to oversee the effective functioning of all committees. To that end, he or she serves (with vote) on the Finance Committee and ex officio (without vote) on all other committees. The Vice President calls a meeting of all committee chairs before the September Council meeting (*adopted December 2010*).

The Vice President presides at Council meetings in the absence of the President.

Past President's Responsibilities

The Past President, who is a voting member of Council for one year following his or her tenure as President (see Bylaws, Art. V, Sec. 4), is responsible for planning the Preview each semester and the annual memorial program. *Adopted December 2010*

Secretary's Responsibilities

Minutes of Meetings

The Secretary is responsible for recording and distributing the minutes of regular and special meetings of Council, the Executive Committee, and the Annual Meeting. (See Bylaws, Art V, Sec. 5.)

The Secretary oversees the maintenance of the governing documents of the organization, which will include the Bylaws and this manual. (See Art V, Sec. 5.)

The Secretary's Notebook of Minutes

All minutes should be kept in the Secretary's notebook and made available at every meeting should a question arise about actions or discussion from a previous meeting. In addition to the minutes themselves, the notebook should include all reports or other materials distributed prior to, during, or following a meeting, and these should be filed with the relevant minutes. At the end of the Secretary's term of office, the notebook should be given to the Office Manager to keep on file. (*See also below, Appendix B.*)

Treasurer's Responsibilities

The Treasurer's responsibilities include oversight of 5CLIR finances and the preparation of an annual budget (see Bylaws, Art. V, sec. 6). The Treasurer is also responsible for overseeing and authorizing all disbursements and receipts through Five Colleges, Incorporated. The Treasurer chairs and consults with the Finance Committee. The Treasurer signs the Office Manager's time sheets and conducts the Office Manager's annual evaluation. Full responsibilities are specified in Accounting Procedures (see *below*, Appendix A).

Assistant Treasurer's Responsibilities

The Assistant Treasurer assists the Treasurer.

Ombudsman's Responsibilities

The ombudsman strives to resolve a problem brought by any member of 5CLIR who has a complaint of any kind or a dispute with another member or 5CLIR committee. Members are encouraged to consult the ombudsman as a first step. The ombudsman works to resolve the problem with strict impartiality and confidentiality.

- ▶ The ombudsman is appointed by the President, with the approval of Council, for a term of one year, subject to reappointment and with no term limits.
- ▶ The ombudsman should be a past member of Council or past chair of a 5CLIR committee who possesses a broad knowledge of the organization as well as a temperament appropriate to the task.
- ▶ All the work of the ombudsman, including even the fact that a case has been brought to her or him, is strictly confidential. The report of the ombudsman, delivered yearly, contains only statistical information on the number and type of cases dealt with and the percentage resolved, with no names included.
- ▶ In the (rare) event that the ombudsman does not succeed in resolving the issue to the satisfaction of the party or parties involved, the ombudsman, in consultation with the parties, determines the appropriate next step for resolution.
- ▶ The identity and contact information of the ombudsman should be prominently mentioned in the registration material distributed yearly to members.

Historian's Responsibilities

The Historian works with the Past President and the Secretary in maintaining the records, demographics, and history of 5CLIR. The Historian is appointed by the President, subject to approval by Council, for a three-year period.

Webmaster's Responsibilities

The Webmaster is responsible for maintaining the 5CLIR web site (5CLIR.ORG). The

Webmaster is appointed by the President, subject to Council approval, and is a member of the Technology Committee. Specific responsibilities include:

- ▶ Revise the web site menus and design as needed.
- ▶ Update the web site with new material provided by the Office Manager, officers, and committee chairs.
- ▶ Fix technical problems that arise.
- ▶ Document the web site.
- ▶ Keep backup copy of the web site.
- ▶ Periodically review page count data for presentation to the Technology Committee.

(See also below, Section III, Personal Information on the 5CLIR Web Site.)

Section II: Committees

Two committees, Finance and Curriculum, are mandated by the Bylaws (see Art. VII). Other committees are created by Council as needed. Chairs of committees are appointed by the President in consultation with current chair(s) and optionally with the Executive Committee before making recommendations to Council for approval (see Art. VII, Sec. 4). Committee members selected by chairs also require Council approval (see Art. VII, Sec. 4).

Executive Committee

The Executive Committee, consisting of the elected officers (President, Vice President, Past President, Secretary, Treasurer, and Assistant Treasurer) may meet with the President on a monthly basis before Council meetings to discuss and consider recommendations to be considered by Council.

Finance Committee

The committee consists of the Treasurer (chair), the Assistant Treasurer, the Vice President, and other members appointed by Council (see Bylaws, Art. VII, sec. 1). Members have full access to all books of account. The committee advises the Treasurer in financial control and budgeting. It meets at least quarterly.

Curriculum Committee

The Curriculum Committee is responsible for all seminars and workshops offered by 5CLIR in our peer-learning program. The committee administers the peer-learning program of 5CLIR. The Curriculum Committee normally meets on the first Thursday of the month.

Membership of the Curriculum Committee

The committee consists of fifteen members plus the two co-chairs. Each year five new members are appointed to a three-year term. Regular attendance at the committee's monthly meeting and sponsored events is expected.

- ▶ Candidates must have been a member of 5CLIR for at least one year.
- ▶ Candidates must have taken at least two seminars.
- ▶ Candidates preferably should have either moderated a seminar or served on at least one 5CLIR committee

New members for the Curriculum Committee are sought at the end of the spring semester each year. Sign up forms are available in the Fall semester catalog packet. Each candidate is asked to write a paragraph, on the sign-up form, describing his or her qualifications for and interest in becoming a member of the Curriculum Committee. The sign-up form must be returned to 5CLIR office within three weeks after the distribution of the fall seminar catalogs.

The Curriculum Committee co-chairs select five applicants, and the remaining applicants are placed on a waiting list in the event of a vacancy on the committee during the remainder of that year. Members may apply to rejoin the committee after a year's absence following their tenure as chair or as committee member. The new selections are passed on to the President for submission to Council for approval.

When a vacancy occurs on the Curriculum Committee in the middle of a term, the co-chairs may select a replacement following the above guidelines. If a replacement serves less than a full year, that person is eligible to apply for a full three-year term on the committee beginning with the following academic year in which he or she has served as a replacement. If the replacement serves for more than one year, he or she may apply to join the committee for a three-year term after a year's absence from the committee.
Approved by Council May 2011

The President in consultation with the current Co-chairs and approval of Council appoints a new co chair each year. Chairs each serve one two year term.

Responsibilities of the Curriculum Committee

The peer-led seminar program, the heart of 5CLIR, is administered by the Curriculum Committee, whose responsibilities are to:

- ▶ recruit moderators.
- ▶ review and approve seminar proposals and confirm proposal acceptance with moderators.
- ▶ provide committee liaisons to aid moderators.
- ▶ help identify a co-moderator if requested.
- ▶ create and forward to the Office Manager a descriptive seminar catalogue that includes the scope, content, organization, and method for each seminar or workshop offered.

- ▶ submit to Council annually an academic calendar with dates for proposal and registration deadlines and dates for confirmation notices and the lotteries.
- ▶ suggest to Council policy changes that may improve the seminar program.
- ▶ conduct a lottery for any seminar that is oversubscribed.
- ▶ consult with moderators of any undersubscribed seminars.
- ▶ maintain an updated Moderator's Manual for distribution to any 5CLIR member who is a current or potential moderator.

Policy for Guests in a Seminar

Since some participants are uncomfortable with visitors, particularly when they themselves are presenting, moderators should consult everyone (privately with the scheduled presenters) before admitting guests to a session. Individual guests are limited to one session a semester. *Adopted September 2007*

Lottery Procedure for Oversubscribed Seminars

A lottery is held, if needed, for oversubscribed seminars, based on registrations and choices that are received in the 5CLIR office at the end of the early registration period. The lottery system is designed to allocate fairly the available places in these seminars, so that all members have a chance of being selected.

Phase One: Procedure for those for whom the lotteried seminar is first choice:

- ▶ First to be selected are those who were lotteried out of a first choice in the previous term.
- ▶ Second to be selected are those who are moderators of another seminar in the current term.
- ▶ Third to be selected are new members in the first semester in which they are able to submit their registration form before lottery deadline.
- ▶ Next a lottery is conducted of all others in this group, until remaining spaces are filled or all first choices included.
- ▶ In the case of two members for whom this seminar is a first choice and who wish to attend together, one number is assigned to both.
- ▶ Then any first choices remaining are wait-listed in their positions in the lottery.

Phase Two: If places still exist in the seminar, persons for whom a lotteried seminar is a second choice are considered:

- ▶ Moderators of seminars in the current term will get placement privilege if that privilege has not already been exercised in another seminar of the current term.
- ▶ A blind drawing is then conducted of remaining members who have selected this seminar as their second choice until the remaining spaces are filled.

To maintain the integrity of the lottery system, three Curriculum Committee members conduct the drawings. It is recommended that these persons include the Curriculum Committee chair and/or co-chair and one or two additional committee members.

This section summarizes “The 5CLIR System For Allocating Places In Oversubscribed Seminars,” revised November 2002 and March 2006 by the Curriculum Committee.

Minimum Enrollment

The Council recommended minimum number of participants in a seminar is eight, and the recommended minimum number of participants in a workshop is six, including the moderator.

Member Committee

The Member Committee has a two-fold function: to meet the needs and to provide for the satisfaction of both new and ongoing members and thus the well-being of the organization. The committee organizes special events such as coffee hours to welcome new members. The committee annually holds at least one large social function for all members with the goal of helping ongoing members to get to know each other better and introducing new members.

The committee meets as needed, usually about eight times a year.

Public Relations Committee

The mission of the 5CLIR Public Relations Committee is two-fold: to promote in our communities awareness of 5CLIR as an option for persons at or near retirement age and to provide the primary effort in recruiting a vital and engaged membership in 5CLIR. In implementing this mission, the committee develops materials that are used to acquaint our members, potential new members, and the public with the activities of 5CLIR. The committee seeks and arranges for opportunities to present 5CLIR to the public through a variety of methods. It also regularly assists other committees in publicizing 5CLIR events through local media.

Special Programs Committee

The Special Programs Committee oversees a wide variety of member-organized educational activities that follow models that differ from that of the peer-led seminar. Special programs or events may be initiated by the Special Programs Committee or by individual 5CLIR members or 5CLIR groups such as seminar or interest groups. The committee operates with a total of nine members, three are appointed by Council each year for three-year terms. The committee meets monthly as needed. The committee is responsible for producing a fall and a spring catalog of special programs. Catalog-ready copy is sent to the Office Manager for final proofreading and production.

Types of Programs

Special program activities are in contrast to the seminars in their informality and flexibility; they may be short or long, frequent or infrequent. Participants need not make a presentation or have past experience with the topic at hand. These programs include interest groups, single lectures, lecture series, encore presentations from past seminars, trips, workshops, study groups, and trips, as well as new types of program, such as brown-bag lecture series. Special programs are often open to drop-in 5CLIR members. In some cases, such as with the encore presentations, attendance is open the public. In all programs, guests may be allowed to participate after all members have been accommodated.

Special Events

A special event is a major one-time event, such as the slavery series or the aging conferences. Because of the large scale of such events and the specialized expertise required to organize the programs, the proposer (who may or may not be a member of the Special Programs Committee) plus a small committee selected by the proposer is responsible for the event. Before undertaking a major event, the proposer needs to receive approval of the Special Programs Committee and then of Council. Given the scale of such events, they are often funded wholly or in part by grants. (*See also below*, Section III, the subsection on grants.)

Scheduling

Special programs can be scheduled at any time of the year, but not at times reserved for seminars or organization-wide events, such as Previews, Great Decisions, Council or Curriculum Committee meetings, memorial program, special events and the Annual Meeting, without prior approval of Council. (*See also below*, Section IV: Responsibilities of Any Member Organizing a 5CLIR Event.)

Winter/Summer Programs Committee

Winter/Summer Programs are one-time events that are initiated by the committee and scheduled for the intervals between the regular 5CLIR semesters. Every year there has been a bus trip to Tanglewood in the summer as well as perhaps a bus trip to a museum. Other typical programs include lectures, a river boat cruise, and outdoor activity in both winter and summer. These events may be followed by lunch together. Our final event before resuming seminars each September is a potluck picnic, always an enjoyable occasion when the committee assists the Members Committee in welcoming new 5CLIR members. (*See also below*, Section IV: Responsibilities of Any Member Organizing a 5CLIR Event.) The committee consists of two co-chairs and an unspecified number of members approved by Council. They typically meet monthly or as needed.

Technology Committee

The Technology Committee watches what is new and exciting in technology, with a

special attention to how these technologies can best be enjoyed by our members and put to good use by 5CLIR as a whole. The members of the committee do their best to provide the membership with information on and instruction in all technology related-issues of interest to the organization. The committee offers workshops annually for members on technology or computer topics which are of interest to the membership. The committee consists of two co-chairs and an unspecified number of members approved by Council.

In addition, on a day-to-day level, the Technology Committee is responsible for providing support, maintenance, and enhancements to the 5CLIR web site and provides technical support to members. The 5CLIR Webmaster is a member of this committee.

The committee acquires and maintains the 5CLIR audiovisual equipment for the use of members at 5CLIR events. It is also responsible for coordinating the procedures for reserving and returning equipment to the 5CLIR office, where it is stored.

The committee also provides computer and technical support to the Office Manager.

The Technology Committee usually meets once a month.

Great Decisions Committee

The Great Decisions Committee provides the guidance and management of the 5CLIR-sponsored Great Decisions program presented in the spring to members and guests from the Pioneer Valley. The program for each year is planned in association with the Foreign Policy Association, creator of the national program of the same name. The committee presents outstanding speakers on current significant foreign-policy issues of our time. From September to October the committee selects subjects and recruits speakers. From November to January the committee works on arrangements and publicity for the series. In March, April or May the committee hosts the open-forum educational sessions.

The committee consists of two co-chairs and an unspecified number of members approved by Council. The committee prepares a proposed budget for Council approval and then determines a program participant fee based on the anticipated cost for the session's facility and speaker fees.

Nominating Committee

As specified in the By-laws (see Art. VI, Sec. 1), nominating committee members are named by the President. Normally, the committee will need to nominate a candidate for the office of Vice President/President Elect. The other 5CLIR officers are eligible to stand for re-election if they so choose and the committee agrees. Hence, the committee may need to nominate one or more of the following: Secretary, Treasurer, and Assistant Treasurer. The committee is also responsible for supervising and tabulating the election results for 5CLIR officers and Council members.

Development Committee

The Development Committee's mission is to implement various ways of raising money other than raising member fees. This committee will look at the possibility of annual fundraisings, bequests, events, and projects. The chair is appointed by the President, subject to Council approval, with an unspecified number of members of the committee.

Section III: General 5CLIR Policies

Exchange of Ideas and Materials

The mission of 5CLIR is “[T]o enrich our lives by providing forums for sharing the pleasures of active learning. To implement this mission we . . . believe that a diverse membership is central to a rich and stimulating learning environment, therefore we strive to provide a welcoming atmosphere to all.”

In the spirit of this mission statement, 5CLIR holds as core values the free and full exchange of ideas in an atmosphere of mutual respect for the ideas and sensibilities of others. Freedom of speech, including the expression of ideas that may be unpopular, is vital to the learning on which our organization is built. Equally important, the recognition of deeply held views and the discussion of such views should take place in an atmosphere of mutual respect and civil discourse. Expressions of potentially controversial opinions should take place under conditions in which participants have been made aware that such opinions may be expressed and time is allowed for discussion.

Similarly, materials distributed at seminars or events should be related to the topics at hand and express views that are relevant to the discussion. The circulation of petitions or materials and/or remarks that request that people take some political or social action are discouraged.

Special responsibility falls on seminar moderators and those organizing or presiding at other 5CLIR events to ensure that civil discourse is maintained. It is incumbent on each member of 5CLIR to follow this policy.

Revised February 2010

Dealing with Requests from Outside Organizations

It is important for 5CLIR to participate in and cooperate with other community organizations; 5CLIR has adopted the following guidelines for dealing with requests from outside organizations. Requests may include publicity, sponsorship, collaboration, or volunteers.

- ▶ 5CLIR does not accept any requests from for-profit organizations.
- ▶ To protect the privacy of its members, 5CLIR does not make its membership list available to any outside organizations or individuals under any circumstances.

- ▶ 5CLIR accepts requests relevant to its mission and interests from Five Colleges, Incorporated and from any of the five colleges.
- ▶ The 5CLIR President reviews requests from organizations outside the Five Colleges community and has final approval on any communication requests to the membership. The Office Manager maintains a list of email addresses of people who have opted to receive such information.
- ▶ Contact information for volunteer opportunities outside of 5CLIR can be posted on our Website so that individual members can pursue them.
- ▶ Members of 5CLIR are requested not to use the membership list for purposes beyond those relevant to 5CLIR activities. If individual members wish to inform others of outside events, they should send the information to the Office Manager, and these requests will be handled as under item 4.

Adopted July 15, 2010

Personal Information on the 5CLIR Web Site

Newsletters

The newsletters will be published on the web site in PDF format and may contain telephone numbers, email addresses, and photos.

Email Addresses and Phone Numbers

Email addresses and telephone numbers of members other than the Webmaster, the Office Manager, and 5CLIR officers will not be published on the web site.

Photographs

Photographs of three or fewer members or members identified by name will not be published on the web site without the permission of the members in the photographs. It is the responsibility of the person submitting the photograph for publication to obtain such permission.

Photographs of larger groups of people who are not identified by name may be published without the permission of the individuals in the photograph. Members who do not want to appear in any photographs whatsoever should avoid being photographed and make their wishes clear to the photographer. If a member finds that such a photograph has been accidentally published, he or she should contact the Webmaster and identify the specific web page, and it will be removed.

Archival Material

Material currently in the archives will remain as is unless an objection is made to the Webmaster along with identification of the problem web page.

Adopted July 15, 2010

Grant Policy

It is desirable and encouraged that members of 5CLIR seek funds from external sources to finance certain programs. This policy is designed to ensure that such activities find support within 5CLIR, are consistent with its mission, are in accordance with the relationship of 5CLIR to Five Colleges, Incorporated, and that grants are properly accounted for.

Definitions and Abbreviations

FCI: Five Colleges, Incorporated.

Council: the Council of 5CLIR.

Proponent: the member or committee making a proposal or advocating a program; only a full member or standing committee may initiate a proposal under this policy.

Liaison: the individual appointed by Council to communicate with FCI and the Grantor.

Program: the proposed program or activity for which funding is sought.

Grantor: the third-party foundation, agency, corporation or individual from which funds are sought.

Responsibilities

FCI: By organizational structure, FCI has overall fiscal responsibility for grant administration. The legal books-of-account of 5CLIR are held by FCI, including all grant funds. Grants must meet FCI requirements. Prior to any submission of a grant, FCI shall check with its member institutions to determine if it is appropriate for 5CLIR to apply to a particular grantor. Applications for a grant shall be in the name of "Five Colleges, Incorporated on behalf of Five College Learning in Retirement", and FCI is the organizational signature authority for all grants and agreements.

Council shall:

- ▶ be the body to authorize an application for a grant for submission through FCI. Council may revoke these authorizations at any time prior to the grant's being funded.
- ▶ determine that the reputation, mission, and values of the grantor are consistent with those of 5CLIR and, with advice of the Finance Committee, that the grant and its conditions pose no undue hazard to the finances of 5CLIR.
- ▶ require that the proponent take the form of a committee of not less than three individuals (be it a standing committee, subcommittee or ad hoc committee.) At least two thirds of the members of the proponent committee must be full members of 5CLIR.
- ▶ appoint a member of the proponent committee as liaison to communicate with the grantor in the name of 5CLIR and with FCI in matters pertaining to the grant and program.

- ▶ require that the proponent committee make periodic reports to Council on progress of the program, the grant, and disbursements there under. The reports shall be of such frequency and detail as to allow effective monitoring.
- ▶ ensure that the proponent committee and the liaison are familiar with this policy, especially their several responsibilities (*see below*).
- ▶ be the arbiter in disputed matters regarding this policy in consultation with FCI if advisable, e.g., disbursement of funds of a grant.

The Proponent shall:

- ▶ first seek the approval of an appropriate standing committee with respect to the objectives, content, modalities (seminar, lectures, workshops), and timeline of the program and, if approved by the standing committee, then seek financial review by the Finance Committee for submission to Council.
- ▶ thereafter present the proposed program, a budget, and identification of the funding source to Council.
- ▶ act through the liaison regarding relations with FCI and the grantor.

The Proponent Committee, once authorized by Council to apply for a grant, shall:

- ▶ submit a draft of the grant application including the budget to FCI at least one week prior to the deadline for the application.
- ▶ respond to the grantor's inquiries.
- ▶ inform Council promptly of any substantive change in the plan for the program.

The Proponent Committee, once a grant has been received, shall:

- ▶ ensure that the elements of the program funded by the grant are achieved and delivered.
- ▶ verify that each invoice of disbursements from the grant is clearly differentiated from other invoices, is in accordance with the conditions of the grant, and so indicate to the 5CLIR Office Manager.
- ▶ furnish reports on the execution of the program, expenses, and grant disbursements, as required by the grantor, Council, and FCI.
- ▶ verify that documentation is being maintained for in-kind contributions.

The proponent, upon completion of the program, shall:

- ▶ ensure that all obligations created under the grant are honored.
- ▶ complete any reports required by the grantor and FCI.
- ▶ maintain financial accountability until such time as Council shall determine.

Procedure

The proponent, either an individual or standing committee, will develop the program

concept, content, format, and preliminary financial projections. If the proponent is an individual, the proposal will be submitted to an appropriate standing committee for review of suitability and possible conflicts. If the standing committee assents, it will submit the proposal to Council for approval and to the Finance Committee for assessment of financial viability. The Finance Committee reports its views directly to Council.

The submission to Council should contain:

- ▶ a description of the program.
- ▶ the name of the grantor.
- ▶ a preliminary budget
- ▶ logistical requirements.

Council, after evaluating the proposal from the appropriate standing committee and input from the Finance Committee, in authorizing the program defines the proponent as a committee of not less than three (two thirds of whom must be members of 5CLIR), assigns the role of liaison to one member of the committee, and instructs the proponent committee in its responsibilities under this policy.

Thus empowered, the liaison may then approach FCI for approval to proceed with the application for the grant. With such approval, the proponent committee then undertakes the actual writing of the grant application, seeking such help as may be available, and submits the completed application through FCI. In this, the liaison acts as go-between in relations with both FCI and the grantor.

Once a grant is offered, the proponent committee informs Council and FCI, which accepts the grant and executes the documentation. The liaison meets with FCI and 5CLIR staffs to coordinate implementation. The money is held by FCI; the 5CLIR Treasurer meets with the FCI treasurer to set up the appropriate accounts with FCI and sets up appropriate accounts in the 5CLIR books. Transactions are handled as specified in Appendix A. It falls primarily to the proponent to identify those transactions that pertain to the grant; where there is doubt, the 5CLIR Treasurer allocates, if there is further dispute, Council rules (*see above*, Responsibilities, Council, final item).

As the proponent committee implements the program, it provides reports periodically as requested by Council, FCI, and the grantor, submitting reports as required by the grantor to FCI at least a week ahead of deadlines. FCI will submit reports to the grantor as required. Responsibility for fulfilling the requirements and expectations of the grantor lies with the proponent committee. These obligations remain in force throughout the planning and execution of the program and the closure of the grant.

Adopted May 30, 2009

Special Status for Seminar Participation

Purpose

To provide an opportunity for longstanding 5CLIR members who are confronting a

change in functional status to benefit from seminars and to offer their experience and knowledge to other members without fully participating as defined by the traditional requirements of 5CLIR peer-learning seminars. (See *below*, Appendix D.)

Criteria for Eligibility

- ▶ A member of 5CLIR with a history of seminar participation.
- ▶ Fully paid membership in 5CLIR as a full (i.e., not an associate) member.

Limitations

A member may request special status in only one seminar per semester. A member may not participate under special status in one seminar while participating fully in other seminars. Space limitation of the room in which a seminar is scheduled may be grounds for refusing an application for special status.

Application Procedure

(1) The request for special status in a specific seminar must be submitted to one of the co-chairs of the Curriculum Committee. Applicants are encouraged to discuss their reasons (a change in health, an impairment, a caretaking burden) for desiring this status with the co-chair(s) but are not obliged to do so. Any discussion will remain confidential.

(2) Applications for special status will be received until the Wednesday of the last week before seminars begin. Since such participants do not need to be accommodated in the scheduling of presentations, they are not counted under the seminar's enrollment limits.

(3) The co-chairs of the Curriculum Committee will confer with the seminar moderator to determine whether including a participant with special status fits the moderator's plans. The decision to accept or refuse participation with special status remains with the moderator.

(4) If the moderator wishes to discuss the level of participation that the applicant is able to sustain with him or her before reaching a decision, the co-chairs will advise the applicant to contact the moderator. The applicant and the moderator may consider alternative levels of participation (e.g., arranging for a guest speaker or showing a film, serving as an expert consultant to the seminar) or just agree that the applicant will simply join discussion of others' presentations. An applicant must be willing to confer with the moderator about his or her level of participation.

(5) The co-chairs will report the final decision first to the 5CLIR president and then to the applicant.

(6) The moderator and the special status participant will agree on what the other participants in the seminar will be told about the participant's status.

Comment

Achieving a balance between attention to the personal needs of all 5CLIR seminar participants and the goal of providing an intellectually satisfying experience depends on the good judgment of seminar moderators and a spirit of collegiality among the participants. Sparing use of special status is intended to promote both of these goals.

Adopted May 13, 2007

Donations in Appreciation for Use of Space

Intent

To create a policy for the donation of an amount of money in appreciation for those nonprofit organizations, such as the Hitchcock Center for the Environment, the Amherst Woman's Club, or the Grace Church, that permit 5CLIR to hold seminars or workshops at their locations when no other space is available at the five colleges or their affiliates.

Policy Statement

When 5CLIR holds a seminar or workshop at the site of a nonprofit organization, a donation in appreciation of that use may be made to the host organization during the semester in which the course is held.

Procedure

The 5CLIR Office Manager will record and keep track of the location of all seminars and workshops held at nonprofit organizations. With the approval of the 5CLIR President and Council, a check will be sent to each of those organizations as needed.

Revised April 2006

Mid-Term Memberships

Any person who has not previously been a regular 5CLIR member may become a new member at a time when seminar enrollments have been closed for that semester by :

- ▶ paying the regular membership fee for the spring semester if the fall semester seminars are then in progress, or
- ▶ paying the regular membership fee for a full year if the spring seminars are then in progress.

Such new members shall have all privileges of regular membership except seminar participation during the semester in which they join. Those paying the membership fee for the spring semester shall be entitled to participate in seminars during that next spring semester and those paying the membership fee for a full year shall be entitled to participate in seminars for the full year following.

Section IV: Responsibilities of Any Member Organizing a 5CLIR Event

Booking Space for an Event

Bookings for all spaces normally used for seminars or any other 5CLIR activity within the five colleges are the responsibility of the Office Manager of 5CLIR. Individuals may request a preferred location, but the Office Manager makes the assignment.

All other bookings are normally made by the organizer or committee chair. In a situation where an organizer or chair would like to use a five college space for an activity, this should be scheduled through the Office Manager. If there is to be any fee or charge associated with the space, the Office Manager should be contacted for referral to the 5CLIR President. If in doubt about bookings at a college, the member should call the Office Manager.

The organizer or committee chair should check the events calendar on the 5CLIR web site before booking an event. As soon as a committee meeting or event is arranged and booked by a 5CLIR member, the Office Manager should be informed so that the calendar can be updated and conflicts can be avoided.

Keeping Track of Participants

The Office Manager is responsible for taking payments and sending sign-up sheets (if any) or names of attendees to the organizer or committee chair.

The organizer or committee chair is responsible for collating lists of members who have signed up for each event and sending the lists to any facilitators. These lists should be in electronic form so they can be emailed by the facilitators to the participants if needed (for carpooling, for instance).

Carpooling and PVTA Bus

Members of 5CLIR and guests are encouraged to carpool for all programs, seminars, and activities. However, no individual is allowed to organize carpooling in 5CLIR's name. The PVTA bus is free to members during semesters for travel to and from seminars when 5CLIR identification is shown.

Financial Policies for Programs with Reservations

Budgets: Chairs must approve the money spent from their budget.

Check Requests and Payment: When a check is needed for a trip or other event, the Office Manager should be sent an invoice or bill from the company or person providing the service. The organizer or committee chair is responsible for contacting the company to ask for the invoice to be sent to the office and (if relevant) for notifying them of the number of tickets needed (and at what price was agreed if that may be different from the usual cost). N.B. Checks are issued through Five Colleges Inc., are issued only by mail,

and typically require a lead time of ten days. (See *also below*, Appendix E for guidelines for bus trips.)

Publicity

The Public Relations Committee must be notified well in advance of the need for any external publicity for an event. The organizer or committee chair should prepare press releases in good time for submission by the Public Relations Committee to the media, remembering that all media have specific lead times—sometimes as much as three weeks.

Notices and Reports for All Members

All reports, emails to be forwarded, and other communications sent to the office need to be in publication form. The Office Manager will proofread communications but will not create them. Materials should be sent electronically, preferably by email attachment.

Other Materials for Events

Brochures, pamphlets, programs, and registration forms are to be made up by the respective committees, but should be edited by the Office Manager.

Bus Trip Approval

All 5CLIR bus trips must be approved by the appropriate committee chair. (See *also below*, Appendix E for guidelines for bus trips.)

Section V: 5CLIR Office

5CLIR, with support of Five Colleges, incorporated, has an office for administrative operations. It houses our Office Manager, an employee of Five Colleges, Incorporated, and our records and archives. The salary and benefits for the Office Manager are the responsibility of 5CLIR and not of Five Colleges, Incorporated. The Office Manager is responsible to the President and follows procedures and policies established by Council. As needed, volunteers from the membership provide backup and assistance to the Office Manager.

Office Manager Job Description

Provide overall support to the organization, including:

- ▶ logistical support for all activities and programs, including Council and all committees.
- ▶ maintenance of the web Google calendar in conjunction with the officers and Council.
- ▶ publication of the membership directory, program catalogs, newsletter, and announcements of activities and programs.

Provide support to the seminar program, including:

- ▶ notification to moderators of participants placement in seminars.
- ▶ arrangement of sites and parking for seminars.
- ▶ development of the seminar schedule each semester.
- ▶ preparation of and editing of the catalog in conjunction with the Curriculum Committee.
- ▶ distribution of lists of participants to seminar moderators.

Manage the office, including:

- ▶ maintenance of 5CLIR communications via telephone, email, regular mail.
- ▶ issuance of receipts and disbursements and maintenance of office financial records, under the guidance of the Treasurer.
- ▶ arrangement for and orientation of volunteers for vacation coverage.
- ▶ maintenance of files and archives under the supervision of the historian.
- ▶ ordering and maintenance of stocks of office supplies.
- ▶ oversight of the storage of audiovisual equipment in conjunction for the Technology Committee.

Required skills:

- ▶ good verbal, writing, and editing abilities.
- ▶ interpersonal skills adaptable to a wide diversity of people with regard to age, education, and position in the five colleges and community.
- ▶ ability to relate well to elders aged 55 to 95.
- ▶ ability to manage time effectively.
- ▶ proficiency in the use of computers and applications.
- ▶ public relations skills.
- ▶ proficiency in the use of office equipment.

Appendix A: Accounting Procedures

This appendix describes the accounting activities and procedures of 5CLIR and designates persons responsible for such functions. The procedures are those in use in 2010–2011; gradual transition to a more completely electronic pattern is anticipated.

Treasurer's Responsibilities

The Treasurer shall:

- ▶ chair and consult with the Finance Committee.

- ▶ maintain supplementary books of accounts as appropriate to guide Council.
- ▶ report periodically to Council, typically quarterly.
- ▶ audit and reconcile financial reports from Five Colleges, Incorporated.
- ▶ verify and sign the time-sheet of the Office Manager.
- ▶ periodically audit petty cash.
- ▶ issue receipts for gifts suitable for submission to the Internal Revenue Service.
- ▶ participate in the annual personnel review of the Office Manager according to the schema of Five Colleges, Incorporated.
- ▶ ensure proper retention of records.
- ▶ review annually of this section of the manual and the charts of accounts with the Finance Committee.

Office Manager's Responsibilities

All procedures below unless otherwise stated.

Processing of Transactions: Receipts

Processing is done no less frequently than weekly:

- ▶ Verify that each check request is complete and signed.
- ▶ Make three copies of each check received.
- ▶ Group checks by category (Five Colleges, Incorporated account number), e.g., membership dues, special programs.
- ▶ Bundle each group with a handwritten summary of date, total value, and account number.

Distribute:

- ▶ to Five Colleges, Incorporated: original checks and summary.
- ▶ to 5CLIR treasurer: copies of checks and copy of summary.
- ▶ to 5CLIR office file: copies of checks and summary.

Receipts in cash are discouraged. Cash notes are photocopied and a summary appended in a fashion similar to the above.

Five Colleges, Incorporated deposits the checks and records the transaction in the legal books of accounts.

The Treasurer records the transaction in a parallel, more differentiated and malleable, set of accounts.

Five Colleges, Incorporated issues a monthly report of account detail to the Treasurer, who will reconcile the account detail report with the transmittal information.

Processing of Transactions: Disbursements

Processing is done no less frequently than weekly.

All disbursements are to be backed by appropriate invoices.

Verify that the expense is properly attributable to 5CLIR. Members seeking reimbursement must provide a bill, receipt, or a written explanation.

As needed, obtain authorization from an officer or chair of the appropriate committee (written, by telephone, or by email).

Complete a Request for Check form based on the invoice and provide an accompanying explanation of expenses as needed (assign the expense to both a Five Colleges, Incorporated category and a 5CLIR category).

Make two copies of the Request for Check form and accompanying bills or receipts.

Distribute:

- ▶ to Five Colleges, Incorporated after approval and signature of 5CLIR Treasurer: original receipts and one copy.
- ▶ to Treasurer: one set of copies.
- ▶ to the 5CLIR office file: one set of copies.

Five Colleges, Incorporated completes its own approval procedure and issues a check. Checks are issued no more frequently than weekly, by mail only, and on a set schedule.

Processing of Transactions: Institutional Transactions

Certain transactions are initiated by, or processed primarily by Five Colleges, Incorporated:

- ▶ payroll (salary, FICA, benefits).
- ▶ supplies purchased through Smith College.
- ▶ services provided by one of the five colleges.

Such items are verified by Five Colleges, Incorporated or the Office Manager and retrospectively entered in the Treasurer's accounts from quarterly statements issued by Five Colleges, Incorporated.

Processing of Transactions: Other

See *below*, Chart of Accounts of 5CLIR.

Annual Budgets

The 5CLIR Treasurer and Finance Committee have primary responsibility for initiating an annual operating budget. This includes at the onset of the cycle soliciting Council's thoughts as to the objectives of the upcoming year, providing committee chairs and others controlling expenditures and income with current accounting information and

forms to be returned. The Finance Committee will summarize such materials and make presentations to Council in time for that body to approve a budget prior to the Annual Meeting. The Five Colleges, Incorporated treasurer participates in the preparation of the annual budget and its submission to 5CLIR's Council.

Annually, the Finance Committee will make recommendations as to the level of fund reserves.

The Legal Books of Account

The accounts kept by Five Colleges, Incorporated are the legal books of account for 5CLIR. The structure of these accounts reflects the requirements of Five Colleges, Incorporated and, secondarily, the needs of 5CLIR. The needs of Five Colleges, Incorporated are few and require few items in their chart of accounts. For transparency, audit, budgeting, and control, 5CLIR requires a more detailed segmentation of items in its own chart of accounts. These items differ from those of Five Colleges, Incorporated yet allow ready reconciliation of 5CLIR accounts with those of Five Colleges, Incorporated. Even the six equity accounts are not strictly required by Five Colleges, Incorporated. They are adjusted at year end at the behest of the treasurer of 5CLIR.

The Chart of Accounts of Five Colleges, Incorporated

As a consequence of past activities there are, in the Five Colleges, Incorporated chart of accounts nearly forty numbered accounts assigned to 5CLIR transactions. In 2011 the number of these accounts actively in use was markedly reduced to the following set (names and numbers are as they appear in Five Colleges, Incorporated books):

Revenue Accounts

Current year	3070
Donors FUND	3038
Donations member assist	3015
Great Decisions	3020
Summer/Winter	3023
Special events	3072

Equity Accounts

Seven fund accounts	39xx (v. infra)
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Expense Accounts

Postage	4008
Photocopying	4009
Office supplies	4011

Telephone	4014
Newsletter	4014
Equipment	4034
Miscellaneous	4020
Space rental	4127

It is the expectation that all regular expenses will be covered by the annual dues; the equity accounts (39xx) constitute reserve funds with the following purposes:

General Reserve Fund (3999) exists as a consequence of the excess of revenues over expenses of some periods, and the excess of expenses over revenues in other periods. The long-term aim is to maintain this reserve fund at approximately half the annual budgeted total operating expenses.

It is anticipated that there may be additional expenditures, which because of their nature, duration, or magnitude, will be funded and accounted for outside of the annual budget. Accounting for such funds will be separate from the annual budget and reporting. These funds are established by Council, with recommendations from the Finance Committee, and there will be periodic review of the activity and balance of all funds by the Finance Committee and Council.

Funding may be made by private gift, from the annual budget, or, upon vote of Council, from the General Reserve Fund.

Membership Assistance Fund (3997) is established for the purpose of subsidizing payments for those members for whom our annual dues or other fees designated by the Council present a hardship. Donations to the fund are solicited on the annual membership application, which also includes the terms of its availability. It is unwise that money from the General Reserve contaminate a fund thus restricted.

Memorial Fund (3995) accepts donations in memory of members, or members of their families, who have died. The survivors are apprised of the gift. The funds are used for an annual memorial program and such other special programs or equipment as Council deems appropriate.

Capital Fund (3996) is intended for the purchase of equipment or broad general needs, as defined by Council, that are beyond the scope of one year's budget. Such purpose may include extraordinary space needs. Gifts may be accepted for these purposes.

Program Reserve Funds (3993) are established and maintained to seed programs, accommodate cash flow, and provide for emergency needs for specific programs. Examples are the Significant (Special) Events Fund (3998) and the Great Decisions Fund (3994). Such funds are established, reviewed, retired, and adjusted by Council under advice from the Finance Committee. Gifts may be accepted for these funds.

Chart of Accounts of 5CLIR

It is customary, convenient, and more flexible for the Treasurer to keep more detailed

accounts than those held at Five Colleges, Incorporated so as to yield data valuable to Council. This may be by means of spreadsheet or proprietary financial software.

Membership Dues

<u>Category</u>	<u>Condition</u>	<u>Modification</u>	<u>2009–2010</u>	<u>2010–2011</u>	<u>2011–2012</u>
Full member	All benefits and rights		\$200	\$225	\$225
Full member	Claimed stringency	All benefits & rights	\$100	112.50	\$112.50
Full member	Verified stringency	All benefits and rights		\$56.25	\$56.25
Half-year	Initial spring term only	All benefits and rights	\$115	\$135	\$135
Trial	Fall or spring, once	No voting rights	\$75	\$90	\$90
Associate	Former full member	No voting right/seminars	\$50	\$90	\$90

Annually, after approval of the budget, the Finance and Membership committees will prepare and post a schedule of all dues that were approved in the budget. Exceptions to this schedule will be brought to the attention of the Treasurer (or Assistant Treasurer) and one of the co-chairs of the Membership Committee for resolution.

Grants

Since Five Colleges, Incorporated holds the 501(c)3 umbrella, all grants that 5CLIR might consider must be coordinated by Five Colleges, Incorporated before submission. All accounting for grants will be in accordance with the policies and procedures of Five Colleges, Incorporated. Monies derived from grants are assigned at Five Colleges, Incorporated to a series of accounts quite distinct from those of 5CLIR but may be integrated into the supplementary accounts kept by 5CLIR.

Risk Management

As Five Colleges, Incorporated provides insurance coverage and has signatory responsibility for all contracts, such documents and related matters must be reviewed and executed by its officers. The President and Treasurer of 5CLIR will be liaisons.

Records Retention

As the financial documents of record are maintained by Five Colleges, Incorporated, record retention will be in accordance with its policies (generally seven years). Of long-term interest to 5CLIR are year-end financial statements (balance sheet and profit and loss), and year-end Treasurer's reports and approved budgets—all of which should be available in the Secretary's filing of minutes. For 5CLIR's convenience, interim statements and copies of vendor invoices need not and should not be kept beyond three years. The Office Manager and 5CLIR Treasurer are responsible for implementing this.

Appendix B: Guidelines for the 5CLIR Secretary

The secretary should follow the following scheme in creating minutes for the organization.

Heading and/or First Paragraph

The minutes of all meetings should include the following information in the heading and/or first paragraph:

- ▶ kind of meeting (whether regular or special).
- ▶ name of our organization.
- ▶ date and time of the meeting.
- ▶ place of the meeting.

Attendance

Except in the case of the Annual Meeting, all those in attendance should be listed in alphabetical order by last name, with guests listed separately.

Minutes of Previous Meeting

The action with regard to the minutes of the previous meeting should be recorded clearly.

Motions and Other Actions

All motions should be recorded word-for-word as expressed by the member making the motion, along with the name of the mover of the motion. If a motion is seconded, that should be included in the minutes, although it is not necessary to record the name of the member seconding a motion. All secondary motions and points of order related to motions should also be recorded.

After a motion is made it, should be read to the meeting before a vote is taken to be sure that the wording is exactly as intended by the maker of the motion. The disposition of the motion, whether passed or not, should be recorded. Whenever a vote is announced by yeas and nays, the number of yeas and nays should be recorded. It is helpful to set off the actual motion and its disposition from the rest of the text so that it can readily be found by anyone reading the minutes.

Other Items

Although *Robert's Rules of Order* require that the minutes contain only motions and other action items, for the purpose of institutional memory of 5CLIR it is necessary to include other items as well. These should include brief but complete summaries of the following:

- ▶ remarks of the President and Vice President.

- ▶ oral reports of committee chairs, with reference to any written reports submitted to the Secretary.
- ▶ items discussed under old and new business.
- ▶ special reports by guests or chairs of ad hoc committees.
- ▶ proceedings and discussions of Council, the committee, or the membership as a whole; informal debates should be summarized but need not be recorded in their entirety.
- ▶ a summary of remarks of a guest speaker.

Closing

The time of adjournment of the meeting should appear in the last paragraph. In addition, the time and place of the next scheduled meeting, if known, should appear at the end of the minutes.

The secretary should sign the minutes, but contrary to common belief, the phrase “respectfully submitted” is not necessary.

Helpful Hints

It is very helpful to the Secretary and for the accuracy of the minutes if written versions of remarks and reports are submitted to the Secretary at the meeting.

Members making motions should state them clearly and accurately and be prepared to repeat them until the secretary has an accurate record of the motion.

With special reports, e.g., new policies are submitted and discussed; it is important to record whether or not the report was accepted by Council or referred for further study.

When Council approves a new policy, it needs to be clearly stated whether or not the policy will then become part of this manual.

It is useful for the secretary to have on hand for every meeting a copy of the Bylaws of 5CLIR.

Appendix C: Responsibilities of Moderators

The success of a seminar or workshop depends upon the contributions made by each participant as well as the moderator(s). The following list of responsibilities of seminar and workshop moderators has been endorsed by Council.

- ▶ Moderators are responsible for planning and organizing seminars and workshops. They establish the schedule of presentations, in conjunction with the participants in the seminar, or plan the activities in a workshop.
- ▶ Moderators are expected to suggest resources to members and to provide general guidance for them as they prepare their presentations or carry out workshop activities.

- ▶ Moderators advise seminar participants about LIR audiovisual equipment. Seminar participants should contact the Tech Committee chairman (or the LIR Office) to sign up for the equipment they will need for their presentation. These devices should be scheduled well in advance. The Tech Committee will instruct or assist participants in how to use the equipment.
- ▶ Moderators are responsible for leading the seminar and workshop sessions, keeping to the predetermined time schedule, encouraging discussion, when appropriate, and setting an atmosphere in which all members feel free to contribute to the discussion and activities.

Appendix D: Guidelines for Seminar and Workshop Participants

Responsibilities

The success of a seminar or workshop depends upon the contributions made by each participant as well as the moderator(s). The following list of responsibilities of participants has been endorsed by Council.

- ▶ Participants are expected to attend seminars and workshops regularly, or to notify moderators if they will be absent.
- ▶ Participants are expected to be attentive during presentations by others and to contribute constructively to the discussion periods. Participants in workshops may be asked to purchase materials.
- ▶ Participants in seminars are expected to contribute to the learning of their peers by taking responsibility for one session or a large part of one session. Participants in workshops may be expected to do some preparation and/or practice at home.
- ▶ Participants are expected to prepare for their presentations in a way that will benefit the learning of their peers and to organize their presentations in a coherent manner.
- ▶ Participants are encouraged to make use of visual aids in support of their presentations. Visual aids need not involve the use of technical equipment (though such equipment is available at no cost to the participant; *see below*); even a large piece of paper with relevant material written in large letters or photocopies of notes can be effective; such materials can be produced easily and inexpensively.

Technical Equipment

Presenters are responsible for getting audiovisual equipment they will need during their presentation. If planning to use LIR-owned equipment, they should make these arrangements well in advance of their seminar and be responsible for picking up and returning said equipment. Participants are encouraged to consult with the annually appointed audiovisual coordinator for equipment operation and scheduling use.

Participant Expenses

Out-of-pocket expenses associated with a seminar, such as copying charges and video rentals, are to borne by the participants of the seminar. The catalog description of a seminar or workshop should include information about anticipated costs of this nature. Individual participants who find the additional cost a burden are invited to contact the Treasurer about financial assistance. Furthermore, general information about seminars in the catalog includes the statement that seminar members in any seminar may be asked to contribute up to \$2.00 each for copying costs incurred by the moderator, whether or not such cost has been stated in the catalog. *Adopted November 2004*

Appendix E: Guidelines for Bus Trips

Approval

All 5CLIR bus trips must be approved by the appropriate committee chair.

Costs, Fees, and Cancellations

To determine an individual's fee for the trip, add an appropriate charge for the driver's tip (\$50 is acceptable for a day trip) to the cost to be charged for the trip by the bus company, and then divide by 35, the usual minimum participation number. To the resulting figure add the admission charge per person, if any, and \$3 per person for 5CLIR administration costs.

If thirty-five people have not signed up by the cancellation date which is set by the bus company, the trip should be called off and refunds made. If an individual cancels after the cancellation date, no refund will be made.

Amenities

A small bottle of water for each participant should be provided for the return trip.

Adopted October 2010

Appendix F: Schedule Guidelines for 5CLIR

(Through June 2013)

Seminars/Workshops

Seminars and workshops are those activities in which everyone is expected to attend regularly and participate actively in a manner appropriate to the seminar/workshop and the intentions of the moderator. During times allotted for seminars and workshops, no other 5CLIR activities will be scheduled.

Monday and Wednesday Seminars

Morning seminars and workshops will normally run from 10:00 A.M. to 12:00 noon unless a moderator specifically requests a starting time of 9:30 A.M., in which case the seminar would end at 11:30 A.M..

Afternoon seminars will usually begin at 1:30 P.M. and end at 3:30 P.M., except for those scheduled at Amherst College, which will begin at 2:00 P.M. and end at 4:00 P.M.

Tuesday and Thursday Seminars

Morning seminars and workshops will run from 9:30 A.M. to 11:30 A.M.

All afternoon seminars and workshops will run from 2:00 P.M. to 4:00 P.M.

(The hours from 12:00 noon until 1:30 P.M. are reserved for those special programs that wish to meet during the lunch hour. *See below.*)

Special Programs

Special programs are activities of 5CLIR at which regular attendance and active participation are encouraged but not required. The following times are set aside for special programs:

- ▶ Tuesday and Thursday 12:00 noon until 1:30 P.M.
- ▶ 3rd and 4th Thursday afternoons of each month.
- ▶ Friday mornings except when Great Decisions are taking place.
- ▶ Friday afternoons.

Great Decisions

Great Decisions is a series of five lectures on topics of national and global significance. They are held on Friday mornings in the spring semester. No other 5CLIR events are scheduled for those mornings reserved for Great Decisions.

Special Events

A special event is a one-time event, such as a conference, a short lecture series, or encore presentation that has been approved by the Special Programs Committee and Council. They may also include 5CLIR anniversary celebrations, lunches, and other activities open to all members of 5CLIR. They may be held on evenings, Saturdays, or Sunday afternoons (unless a Preview is scheduled—*see below*).

Previews

Previews are the twice-annual events at which the seminars, special programs, and other events scheduled for the next semester are showcased. They are usually held on Sunday afternoons and are open to the public.

Winter/Summer Programs

These are one-time events organized by the Winter/Summer Programs Committee. They are scheduled outside of the regular 5CLIR semesters so are not bound by the above schedule.

APPENDIX TEN
continued

To Schedule a 5CLIR Event

5CLIR members are urged to follow these guidelines, consult the 5CLIR calendar so as to avoid undesirable conflicts, and notify the office so the event can be placed on the 5CLIR calendar.

COUNCIL-APPROVED BLOCK SCHEDULE FOR 5CLIR THROUGH June 2011

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
9:30 AM			Seminars		Seminars	Great Decisions or Special Programs				
10:00 AM		Seminars		Seminars			Seminars	Great Decisions or Special Programs	Lectures and other Special Events	
10:30 AM										
11:00 AM										
11:30 AM										
12:00 PM			Special Programs		Special Programs					
12:30 PM										
1:00 PM	Previews and other Special Events					Special Programs	Special Events			
1:30 PM		Seminars		Seminars						
2:00 PM			Seminars					1 st Thurs 2:15 Curric Comm		
2:30 PM					Seminars					2 nd Thurs 2:15 Council
3:00 PM										
3:30 PM										
4:00 PM										
4:30										

Appendix G: Guidelines for the Nominating Committee

A procedure that has worked well in the past is as follows. At the first meeting of the nominating committee, five or six names are put forward for each office for which a candidate is to be found, and each name is discussed. All discussions are confidential.

At the second meeting, each member comes with separately created prioritized lists of the candidates previously discussed. The names on each list are assigned numbers, 5,4,3,2,1 (in the case where the list has five names, with 5 indicating the top choice on that list). The committee then has a thorough discussion of the candidates on the respective lists, at which point each committee member had the opportunity to revise his or her individual list for each office. The committee then combines (adds) the scores for each name under discussion. At this point it will become clear if the committee has reached consensus on the top candidates for each position. If not, the process—or parts of it—will need to be repeated, perhaps with new names.

When consensus has been reached on the top candidates, they are called in priority order until a candidate is contacted who agrees to run. The calls can be made either by the chair, or by a committee member, as agreed by the committee.

The resulting slate of officers to be recommended is then presented to Council.

Version of June 2011

APPENDIX ELEVEN**LIR Income & Expense 2011**

Category	7/1/2010- 6/30/2011
Inflows	
Dues:	
annual	50,322.50
associate	2,020.00
bursary expense	-2,517.50
spring	1,552.50
trial	2,895.00
Dues - Other	2,392.50
	56,665.00
Total Dues	
Gifts:	
for bursaries	2,930.00
	2,930.00
Total Gifts	
Interest	12.68
	59,607.68
Total Inflows	

continued on next page

APPENDIX ELEVEN

continued

LIR Income & Expense 2011

continued

Outflows	
Committees:	
curriculum	946.08
preview	3,145.94
public relations	88.15
special programs	423.94
	<hr/>
Total Committees	4,604.11
Office:	
copying	637.06
memorial event	55.80
newsletter & web site	427.55
postage & phone	156.40
president's discretionary	200.00
supplies	651.76
Office - Other	283.48
	<hr/>
Total Office	2,412.05
Personnel:	
benefits 4007	10,114.31
FICA 4002	2,832.28
salary 4001	32,289.42
	<hr/>
Total Personnel	45,236.01
Programs & Events:	
Great Decisions	-632.61
Summer	-373.45
Winter	155.90
Programs & Events - Other	144.14
	<hr/>
Total Programs & Events	-706.02
Seminars & Lectures	375.00
	<hr/>
Total Outflows	51,921.15
Overall Total	7,686.53

Wednesday, September 14, 2011
LIR accounts - Selected Accounts

Net Worth 2011

As of 6/30/2011

Accounts	6/30/2011 Balance
Assets	
Cash and Bank Accounts	
Banked at FCI	116,507.36
Petty cash at LIR	200.00
	<hr/>
Total Cash and Bank Accounts	116,707.36
	<hr/>
Total Assets	116,707.36
Liabilities	
Other Liabilities	
Advance dues & fees	52,687.03
Donor restricted-bursary	413.00
Donor restricted-memor. event	896.92
Reserve endowment	3,100.00
Reserve Gt Decisions	1,000.00
Reserve programs	1,000.00
Reserve special events	6,404.60
Reserve Strategic	30,000.00
	<hr/>
Total Other Liabilities	95,501.55
	<hr/>
Total Liabilities	95,501.55
	<hr/>
Overall Total	21,205.81
	<hr/> <hr/>

Committee Members 2010–2011

Curriculum Committee 2010–2011

Co-Chairs:	Mary Franks	July 2010–June 2012
	Sandy Campbell	July 2010–November 2011
	Carol Jolly	December 2011–June 2013

Terms Expire 6/30/2011

Marybeth Bridegam
Laura Cranshaw
Peter Ferber
Carol Lee
Jean Miller

Terms Expire 6/30/12

Sandy Campbell
Carol Jolly
Dean Poli
Eva Sartori
Claire Sherr

Terms Expire 6/30/13

Ruth Hooke
Ruth Kosiorek
Ellen Peck
Pete Reitt
Dottie Rosenthal

Development Committee (appointed 11 February, 2010)

Chair: Dave Cramer
John Armstrong, Marybeth Bridegam, Jeff Caplan, Anne MacIntosh, Bill Williams

Finance Committee, 2010–2011

Sandy Muspratt (Treasurer)
Dave Cramer (Assistant Treasurer)
Sandy Belden, June Guild, Anne McIntosh, Joan Wofford (VP)

Great Decisions Committee, 2010–2011

Co-Chairs: Dave Cramer and Ginny Christenson
Bertram Bandman , Betsey Belden, Sandy Belden, Marybeth Bridegam, Jeff Caplan , Joan Cenedella, Sandy Cortez-Greig, Peter Ferber , Irv Howards , Myra Lenburg, Claire Sherr, Fran Volkmann

Members Committee, 2010–2011

Co-chairs: Sheila Klem and Frieda Howards
Diane Gahres , Ruth Kosiorek, Myra Lenburg, Jane Luff, Gillian Morbey, Ellen Peck, Eleanor Shattuck, Michael Wolff

Nominating Committee, 2010–2011

Chair: John Armstrong; Suzannah Fabing, Peter Ferber, Michael Wolff, Carol Jolly

Special Programs Committee, 2010–2011

Co-Chairs: Gail Gaustad and Lise Armstrong

Carl Erikson, Suzannah Fabing, Joan Hastings, Kathy Hazen, Doris Holden, Ruth Hooke, Chris Hurn, Carol Jolly (representative from Winter/Summer Programs), Ruth Kosiorek, Diane Liebert, Ina Luadtke, Sara Wright.

Technology Committee

Co-Chairs: Philippe Meyer and Janet Price

John Armstrong, Hy Edelstein, Chuck Gillies, Jim Harvey, Charles Klem, Sandy Muspratt, James Perot, Dean Poli, Peter Reitt, Bill Williams

Winter/Summer Committee, 2010–2011

Co-chairs: Dorothy Gorra and Anne Lombard

Marybeth Bridegam, Ann Caplan, Honoré David, Kathy Hazen, Carol Jolly, Helene Lambert, Diane Liebert, Anne Lombard, Ellen Peck, Michael Wolff

Ad hoc: Requests from Outside Organizations (established May 2010)

Chair: Dorothy Rosenthal

Mary Franks, Arnold Friedmann, Sheila Klem, Sandy Muspratt

SEE ACCOMPANYING DOCUMENT

SEE ACCOMPANYING DOCUMENT