

5CLIR Council Meeting

January 13, 2005

Minutes

Next Meeting: February 10, 2005 **1:30-3:30 (note change of time!)**

Present: Jono Hanke, Dotty Gorra, Elizabeth Armstrong, June Guild, Charles Klem, Naomi Yanis, Peg Bedell, Hy Edelstein, John Gaustad, Suzanne Lehman, Sheila Klem, Jim Scott, Eleanor Shattuck, Jean Curran, Joice Gare, Chuck Gillies, Harley Unger.

Announcements: The first meeting of the winter series will be tomorrow at the Field House with the two state representatives. President Hanke circulated a thank you card from Karen Tatro for the Christmas gift certificate which she is using to acquire books that she has wanted.

The minutes from the December 9, 2004, meeting were **approved** as circulated.

Committee Reports:

Finance: packets of year-end financial reports were presented by Treasurer June Guild. The Balance Sheet lists a program reserve fund which includes Great Decisions, summer and winter events, among others. The Finance Committee recommends reducing the balance to \$2,000 which is adequate to provide start-up funds for such programs. On a motion by Charlie Klem, second by Naomi, all **approved** reducing the Program Reserve Fund to \$2,000. Following a discussion on the need for petty cash in the office for such expenses as stamps, the President requested the finance committee to make a recommendation regarding the use of a LIR credit card. Dotty Gorra pointed out the convenience this would offer for making trip reservations. The Profit and Loss statement shows that donations from members to the membership assistance fund are slightly below the amount used for that purpose. Additional reports distributed were a Profit and Loss Budgeted vs. Actual for July through December and a Profit and Loss Comparison with the previous year.

Curriculum Committee: Jim Scott reported that as of 1/11/05 eighteen of the 20 seminars offered are going strong. Thirteen are full. There was a discussion on the length of time between the registration deadline and the mailing of notifications to seminar participants. Eleanor suggested that in the future the curriculum committee set out a detailed calendar for this process in the hope that the length of time between notification and the beginning of seminars may be increased. This may require that some preliminary steps for the spring semester overlap the fall semester in order to expedite notification of spring seminar registration. The President asked the curriculum committee to present a recommendation on this scheduling to Council. Eleanor brought up for consideration recognizing the contributions of members who have moderated many seminars, perhaps more than 10. This will be discussed later. Eleanor and Sheila are revising the moderators' handbook.

Membership: Jean Curran reported that we currently have 252 members. Of that number, 179 have registered for Spring seminars, including six new members. Seventy-three people have not registered for any seminar.

Meetings: Joice expects to have sufficient funds to cover the expenses of the annual meeting. There was a consensus that additional funds could be transferred to her account if necessary.

Publicity: the Daily Hampshire Gazette carried a list of Spring seminars. The Hadley Council on Aging carried a notice about our winter programs. We discussed the possibility of having a program highlighting community and volunteer activities of our members which would make for positive publicity.

Newsletter: the next edition will have information on volunteers. Sheila asked for photos of spring seminar groups. The newsletter as a rule will include a list of elected council officers and, as space permits, a list of committee chairs. Sheila requested more classified ads which she says get a good response.

Sub-Committees:

The digital photo workshop had 19 students plus 5 assistants. Hy reported that he had updated the website.

Conversations: due to the scheduling of the Slavery series, Naomi expects no more than one such program in the spring.

Great Decisions: John Gaustad reported that all speakers have been recruited; the price for lunch will be \$15.00.

Old Business: Chuck showed a sample of the brochure for the Slavery symposia which is four-fold, 11 by 17 inches in size and can be used as a poster. It was professionally designed by Robin Cutler of 5 Colleges, Inc. There will be 10,000 printed. Chuck asked for help from council members in distributing brochures to various churches and other sites in the area. We supported his request that the Springfield College LIR be invited to participate in the event. He mentioned again the superb cooperation from the staff of Five Colleges, Inc.

Next Steps: Jono gave brief remarks about a recent meeting with Johan Brongers of Hampshire College and reviewed recent meetings of the “next steps” task group. A job description for office staff has been developed which will, after review by Council, be relayed to the office responsible for hiring.

New Business: We approved spending the funds necessary for mailing or distributing a spring membership list which was felt desirable due to the number of recent changes.

The President mentioned that a nominating committee will need to start work soon. He also asked for a volunteer to prepare the full annual report. Chuck will continue to produce the shorter version, “2005 Annual Reporter”.

Chuck recommended that we invite Kali Lightfoot, professional director of the Portland LLI to meet with members of 5CLIR. We approved the recommendation along with a budget which allows for reimbursement of out-of-pocket expenses plus an honorarium of \$200. He will confirm the date with her (February 9).

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Elizabeth Armstrong