

# 5CLIR Council Meeting

February 10, 2005, at 1:30 p.m.

## Minutes

Next Meeting: March 10, 2005 2:30 p.m.

Present: Jono Hanke, Dotty Gorra, Elizabeth Armstrong, June Guild, Charles Klem, Naomi Yanis, John Gaustad, Sheila Klem, Gillian Morbey, David Moriarty, Dottie Rosenthal, Jim Scott, Eleanor Shattuck, Jean Curran, Chuck Gillies, Jerry Rosenthal, excused absence: Suzanne Lehman

The minutes of January 13, 2005 were **approved** as distributed.

The president reported that the Amherst Rotary Club wants a speaker from 5CLIR. Naomi Yanis indicated interest in participating in speaking engagements.

### **Committee Reports:**

The **Finance** Committee will meet later in February to talk about procedures for use of a credit card. They want budget requests from committees and others for next year.

The **Curriculum** Committee has already approved two seminars for Fall 2005. The deadline for submissions will be April 20. They are considering an offer from John Martin to lead a three-semester seminar on sacred spaces. Details are yet to be worked out; the choice of location is a major factor.

**Membership:** there are nine new members this spring, for a current total of 247.

**Summer/Winter programs:** Gillian Morbey reported on behalf of the committee chairs. The January programs were well attended (70 each for the memorial program and the meeting with state legislators, 21 on the trip to the Eric Carle Museum). They are beginning to plan for the summer series.

**Newsletter:** the editors request pictures from current seminars. The next issue will have a story on the 2/09/05 meeting with Kali Lightfoot.

### **Sub-Committees:**

The new office computer is performing well. Harley Unger is putting together a manual for use of the audio-visual equipment. We need a convenient way of transporting equipment from parking lots to classrooms. Jono Hanke will re-

constitute the a.v. committee and recruit new members. It was pointed out that terms on the a.v. committee expire as is the case with all committees.

“Conversations” will plan a program for the fall.

Great Decisions – John Gaustad reported that six speakers have been recruited for the five programs. Materials will go out on February 17. Karen has been asked to help with the on-site administrative work.

### **Old Business:**

Slavery series: Chuck has arranged for a larger room to be available at Converse Hall for the opening lecture at Amherst College if attendance requires it. There will be publicity at many levels, including a Springfield newspaper. Interviews with the Daily Hampshire Gazette are being arranged. 9,000 brochures have been distributed.

Next Steps Task Force: Dottie Rosenthal reported on the meeting the previous day at Amherst College featuring LLI professional Kali Lightfoot which had been planned to bring some of the “Portland Spirit” to our LIR. Dottie is currently tabulating results of the feed-back forms. She asked for suggestions on ways to extend the momentum generated by the all-day workshop. In response to the request to the task group to plan for replacement of the office manager, she described the process the group has used to specify the duties and skills needed for staff. She distributed a report entitled “Recommendations Re 5CLIR Office Tasks” dated 2/10/05 which council members commented on. The main difference from current practice is to assign more tasks using the computer to the staff, such as maintaining the website. In response to questions about costs, she said financial feasibility has not yet been considered. That will require a consultation with Marie Hess and appropriate members of Five Colleges, Inc.

Jono Hanke announced the appointment of the following nominating committee who will be responsible for nominating Council officers for 2005-06:

Sheila Klem, Chair

Barbara Reitt, George Snook, Gillian Morbey, and Bob Grant. On a motion by Jim Scott, seconded by Charles Klem, the **council approved the nominating committee.**

### **New Business:**

The president also appointed a “hiring committee” to find a replacement for Karen Tatro.

Dotty Gorra will serve as chair. Naomi Yanis, June Guild, Marie Hess, Win Firman (and possibly others) will assist.

Jerry Rosenthal shared the results of a study undertaken to determine the needs for a new office duplicating machine. (The current one is ten years old and not reliable.) He described the desirable features and costs of the recommended replacement copier. The electronic machine can make 22 copies per minute. The first year's service is free; in subsequent years, annual service costs are expected to be less than at present. The finance committee pointed out that there are sufficient funds on hand to purchase the machine (\$3325) and possibly also an automatic stapler. **Council unanimously approved the purchase of the new copier.**

A Ceremony for celebrating Karen Tatro's contributions to 5CLIR will take place at the annual meeting. Persons in charge of devising an appropriate recognition event will be Pat Keating, Jean Curran, Norm Winston and Naomi Yanis.

Jono will be speaking to two possible candidates to see if one of them will take on the job of assembling the annual report.

Other: Eleanor Shattuck reported that there is interest in organizing some kind of event in recognition of Einstein Year. A UMass professor, John Machta, has offered to be involved. She will be assembling an informal committee to plan this event, which will not come under the jurisdiction of the curriculum committee.

The meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Elizabeth Armstrong, secretary