

3/2/09

**Five College Learning in Retirement
Minutes of the Council Meeting**

February 12, 2009

Next meeting on March 12, 2009

The Council of 5CLIR met on Thursday afternoon, February 12, 2009, at the Five College offices on Spring Street in Amherst.

Present: Lise Armstrong, Jeff Caplan, Roger Coulombe, Peter Ferber, Mary Franks, Gail Gaustad, Wil Hastings, Katharine Hazen, Carol Jolly, Sheila Klem, Charlie Klem, Philippe Meyer, Callie Orszak, Pete Reitt, Leo Sartori, Jim Scott, Eleanor Shattuck, Bev Von Kries, Bill Williams, Sara Wright. Joan Laird was not able to attend.

President Leo Sartori called the meeting to order at 2:35. The minutes of the December Council meeting were accepted as distributed earlier via e-mail, with one correction: the addition of Anne Lombard's name to the list of those present.

President's Report: President Leo Sartori welcomed everyone back after the winter break. Leo was sorry he missed the Rare Books lecture at Smith as well as the Memorial on January 9. He noted that 50 people gathered to honor the large number of members who died during the past year. Leo also reported that the first session was held to discuss the members-helping-members program and there is a strong sense that we should go ahead with this (see New Business.) Also, next year's budget is on today's agenda (see Old Business.)

Vice President's Report: Vice President Sara Wright added to her written reports that family members were invited to the Memorial and seemed very grateful to be asked.

Memorial: The memorial was held on Friday, 1/9/09, the snow date. About fifty people, old and new friends and family members, gathered to remember nine of our past members. There was laughter and some tears along with the memories, and often for the first time we heard about their impressive accomplishments before they joined us. It was particularly rewarding to have Judy Warlaw's husband thank us for carrying on and expanding the organization that she help start. Not all family members or old friends spoke, but all were very pleased to be asked to attend. As always, Amherst College catering was elegant and delicious.

Preview: A memo was sent to the chairs to ascertain if their committee needed space in the Preview, if the change of venue was acceptable to them, and if we needed to meet to finalize the plans or if we could do it by email.

Vice-President Sara Wright

Committee Reports:

Curriculum Committee: Co-chair Sara Wright added to the written report (below) the following remarks: There is a new, fairer lottery process; the date of the Moderator's reception is March 26; there is a page of suggestions/requests for moderators which asks them to inform their seminarians re parking issues, as well as a page of questions re who to call in an emergency that might occur during a seminar (see Attachment #2 at the end of the minutes). (Callie noted this might include confidential information.) (Lise Armstrong noted that there is a great deal of administrative stuff for the moderators and Sara agreed that a better way is needed.) A written report follows and seminar statistics are appended to the minutes (see Attachment #1):

Curriculum Committee Report to Council—The Curriculum Committee met on Feb. 5. Two new seminar proposals were considered and approved, making a total of 8 to date on the Fall, 2009 roster. We spent a considerable amount of time generating ideas for additional proposals, emerging with a healthy list of possibilities.

Sara Wright circulated and reported on a summary of registration data for Spring, 2009. Latecomers are still being placed (see attachment to this report).

Bev von Kries reported that the modification in the lottery process seemed to work well. It will be tried again.

Plans have been completed for the March 26th Moderator's Meeting, which will be titled "How to Conduct a Seminar." Four panelists have accepted the CC invitation to present: Lise Armstrong, Wil Hastings, Bobbie Reitt, and Jim Scott.

The seminar evaluation process was discussed. The current unpopular evaluation questionnaire will be dropped. We have drafted a memo for moderators, suggesting alternate ways of obtaining feedback and suggestions from participants. Also, a memorandum of additional instructions for moderators concerning practical matters like parking, emergencies, and the like was approved and will be distributed. Joan Laird and Sara Wright, Co-chairs

Finance: Treasurer Charlie Klem referred briefly to the impending budget and his Financial Report which is attached (see the last page of the minutes, Attachment #5.) The Treasurer's report follows:

The six months statements show that we continue modestly below our budgeted membership revenues, that interest income is also running slightly behind, and we have had indications that event results will also be less than budgeted; good news is that the GALA came in just above breakeven and that the unused, reserve appropriation has been returned to the general fund. No significant expense overruns for the year are anticipated.

In addition to the 5CLIR statements, which are attached, the December 31, 2008 grant fund balances of Creative Ageing and Great Decisions are \$4084 and \$3512.

The finance committee now consists of June Guild, Jim Scott, Helene Lambert,

Doris Holden, Sandy Belden, Sandy Muspratt, Bill Williams, Sara Wright and myself. It has met twice to date.

At this February meeting is the time for Council to provide the finance committee with guidelines in its development of Fiscal 2010's budget, and to bring forth all proposals for new activities or significant reorganization. Charles Klem, Treasurer, 02/08/2009

Public Relations: Chair Jeff Caplan noted that he has been working on the Great Decisions program and the WFCR fundraising project. LIR phone volunteers have 'bookended' the current fund drive, and WFCR will promote Great Decisions this year. We will include WFCR's logo on our printed material; we have a developing partnership. Jeff thanked everybody involved.

Summer/Winter Programs: Co-chair Carol Jolly noted that the January programs finished up in February, and only one program had to be cancelled (Smith Archives visit) due to the weather. For the coming summer, the Gaustads will host LIR's all-member potluck picnic again. Several trips and visits, including a tour of Smith campus trees, are being planned, as well as a computer workshop on blogs etc. Please give ideas/suggestions for programs to the committee. We have found one company that offers a small bus rental but there are some problems involved.

Meetings/Membership: Co-chair Sheila Klem distributed copies of her written report, which follows below. She noted that the committee met in January, and in February a New Members coffee was held for 14 new members and 7 committee people. A coffee was held on February 4 at the Smith Field House for the hosts of the 20th Anniversary Brunches scheduled for Saturday, April 25. One more host is needed (four have since offered.) Sheila reported on the membership statistics (we have a total of 288 members at present.) A discussion of membership category fees was postponed to another time.

Sheila's report: Our committee met on Jan. to finalize plans for the two major events we had planned for the first week of Feb. Subsequently we have successfully held both:

On Feb. 3 the committee entertained a group of new members who had joined 5CLIR since August. The coffee was held at the Klems' house, and in spite of unpredictable weather and tight parking on a snow-banked, icy driveway, a good time was had by all. All new members (including those just registering that week!) had been called by committee members, and although some were not able to attend, their enthusiastic appreciation of the calls and the invitation was apparent. The 14 who were present seemed to enjoy the informal discussion. In addition, 7 Meetings/Membership committee members were present.

On Feb. 4, the next day, Kathy Hazen and the committee performed brilliantly in meeting with those April 25 Brunch hosts who were able to attend. Coffee and refreshments were served at the Smith College Field House. Invitation lists were distributed, and issues and procedures relating to the brunches, were discussed. Sheila, called away with a family emergency, much appreciated the committee's help with this.

At this point, membership numbers continue to be a moving target. As of Feb. 2:

Full-time members: 265

Associate members: 23

Total: 288

(last year's numbers of Feb. 12, 2008:

Full-time: 255

Associate: 26

Total: 281)

The committee will be looking ahead to providing more information to the membership regarding the 20th anniversary spring brunches; this will include providing recipes for the newsletter. Another important task will be analyzing the membership numbers and patterns.

Technology Committee: Chair Philippe Meyer reported that the LIR January computer workshops at Smith were well attended. Regarding our LIR website, he noted that we can make it the center of all activities. He asks everybody to look at our website as often as possible. He is still working on the member questionnaire with Dottie Rosenthal.

Special Programs: Co-chair Gail Gaustad noted that this committee will be meeting on Saturday morning at 11:00.

Office Manager: Callie Orszak, Office Manager, circulated several Thank You cards from Honore David, and Gail Porter (whose son died.) Callie's written report follows:

I have been busy dealing with seminar problems – dropouts, late sign-ups, telephone calls.. Trying to keep the moderators advised of the current landscape of their seminar.

I am sending the Great Decisions registration form to Hy tomorrow to be posted on the website. I will be emailing it to members – probably on Friday, so as not to distract from Chuck's lecture.

I have emailed the people on the Prospects mailing list (gleaned from people attending Great Decisions or those who have expressed interest in LIR but never became members) to tell them of Chuck's lecture (on Lincoln, February 13th).

We now have a Google calendar on the 5CLIR website, which I can update from my computer without having to take a PhD in web design. It lists all committee meetings and special events.

Discussion followed regarding the calendar. Pete Reitt noted that it is now easy for Callie to add to the calendar. Lise noted that we need to see the whole calendar, with everything on it, as the Council needs to make plans for the entire year, spacing things out.

Great Decisions: Chair Roger Coulombe noted that his committee has been working on GD since September, the project is in good shape, and starts on March 27. (3/20 is the deadline for registering.) His written report follows:

While things have gone rather smoothly over the last few months in preparation for the Great Decisions Program, we were slowed in our efforts when the Senior Center was forced to close its door for two months for repairs. The result was that a planned-for screen to be installed needed to be postponed, and thus we are expecting that the installation will take place in early March and be ready for the program later in the month. The planned-for sound system was not installed, so we have had to rent a system from Downtown Sounds in Northampton for Great Decisions presentations. Finally, the Senior Center has closed its bistro, and thus other arrangements for lunches have had to be made, and lunch will be available.

The pricing for this year's program remains the same as last year.

In the past, presenters have been predominantly from academia; this year, we have two academics, one Food Bank Farm Director, one international attorney, and one retired State Department Foreign Affairs Analyst as our presenters.

We have increased our promotional activity, in part due to the grant from the Mass. Foundation for the Humanities that allows for such expansion. Ads of varying type will be done: at the Gazette, the Amherst Bulletin, WHMP, WFCR, letters to several Senior Centers announcing our program, and an increased number of posters and brochures to be distributed in the valley.

The 5CLIR website is prepared for registration; thus we hope to have registration begin soon, and look forward to increased attendance at this year's program.

Roger Coulombe, Chair

OLD BUSINESS

Treasurer Charlie Klem noted that the April 19 Annual Meeting date drives the budget, which is due next week. He also wants a discussion of the dues structure. This year's budget is a deficit budget: we are 13 full-time members short of this year's budget. Lise noted that we should seriously consider a fundraising event. Sara noted that we should talk about 'going green': we need to be more efficient re paper usage, postage. Jim Scott, member of the Finance committee, wants the dues to remain the same and make the rest of the budget conform to it. Peter Ferber added that we need to increase the membership and expand publicity.

As to membership numbers, Charlie noted that we lose 20 % of the membership annually. Some discussion followed re the effect of the recession economy on the membership. Philippe noted that "income is our bloodline, not savings." The President said that he would discuss this issue with the Vice President.

NEW BUSINESS

Nominating Committee: Chair Wil Hastings presented the new slate of officers (see written report which follows) and Leo expressed thanks on behalf of the Council. (Peter Ferber thanked the outgoing Recording Secretary, who is getting too deaf to continue for another year.)

Report of the 2009 Nominating Committee to the Officers & Council of Five
College Learning in Retirement ("5CLIR")

The undersigned report to you that the following members of 5CLIR have agreed to be nominated for the following offices in that organization:

Vice President/President-Elect: Lawrence Ambs

Secretary: Dorothy Rosenthal

Treasurer: Bill Williams

Assistant Treasurer: Sandy Muspratt

In addition, pursuant to Article V, Section 8 of our By Laws, our current Vice-President/President Elect, Sara Wright, will automatically succeed to the Presidency and our current President, Leo Sartori, will automatically succeed to the office of Past President, each on July 1, 2009. We believe that this report completes the nominating phase of our duties as members of the Nominating Committee.

Respectfully submitted,

Wilmot Hastings, Chair

Arnold Friedmann

Dorothy Gorra

Joan Laird

Barbara Reitt

Ad Hoc Committee: (see also the report attached, #3, and #4, "Services Available to Seniors")

Chair Peter Ferber reported that 30 people attended the January 6 meeting to discuss the potential of LIR providing some kind of network for helping each other, such as non-emergency medical transport. There was concern expressed re duplication of services: "we are not a social service agency." A committee of eight members was created, named "**5CLIR Members Helping Members**", to work on a mission statement. The website called "Lotsahelpinghands" calendar was noted. A list of social service agencies for seniors in this area was circulated, and The Big Red Book of local social services will be available in the office. Extensive discussion followed (costs, problems, details.) Jim Scott made the motion that the Council approve the creation of this committee, which was seconded, and opened for discussion. Mary Franks asked if there were any liability issues. The vote was taken and passed with one negative vote and one abstention. Leo stated that the committee is empowered to proceed.

Peter Ferber listed the committee: Carol Jolly, Eva Sartori, Gloria Ferber, Jim Scott, MaryBeth Bridegam, Sara Wright, Syma Meyer, and co-chairs Jeff Caplan and Peter Ferber.

There will be a handout at the Preview, and Wil Hastings recommended that it would be interesting and useful to include this story in the next newsletter. Jeff Caplan will write it up.

The President stated that he was very pleased that this project has taken this course of development, and there being no further business, Leo adjourned the meeting at 4:30.

Respectfully submitted with five attachments,

Katharine Hazen, Recording Secretary

Attachments: #1 Seminar Statistics, #2 Suggestions for Moderators, #3 Member Assistance Proposal, #4 Services Available to Seniors (requires its own page), #5 The Financial Report (also requires its own page)

Attachment #1: Summary of seminar selection and lottery results as of 2/9/09:

23 seminars will run this spring; there were 347 spaces available.

299 spaces were filled

48 spaces are still available

43 are on a waiting list:

11 members did not receive their first choice (5, 1, 5)

18 members did not receive their second choice (3, 6, 3, 4, 2)

5 members did not receive their third choice (1, 2, 2)

9 were late in the selection process (3, 2, 1, 1, 1, 1)

14 seminars are closed

9 are still open with 5 more than 1/2 filled, 2 are 1/2 filled and 2 are 1/3 full.

Seminars still open have a range of 1 to 10 spaces available.

As of 1/15/2009:

190 out of 277 members selected to be in a seminar or 68.6% .

90 members selected one seminar or 47%.

81 members selected two seminars or 42%

18 members selected three seminars or 9.4%

4 members selected four seminars or 2%

17 moderators selected a seminar in addition to the one that they are moderating

2 moderators selected two seminars in addition to the one that they are moderating

2 moderators selected three seminars in addition to the one that they are moderating

Joan Laird and Sara Wright, Co-chairs

Attachment #2: Suggestions for Moderators

Please, ask all to wear their name tags especially in seminars.

If your seminar is not close to the parking lot, please, ask if someone is willing to shuttle participants from the parking lot to the seminar building before parking in the lot. (This is especially important on the Amherst College Campus.)

Please, encourage participants to carpool or take the bus. Bus is free to our members if they show their membership card. The LIR office can supply you with a schedule if you ask.

*Please, remind participants that we are guests on campus, and we must follow the parking regulations of the individual campus; regulations vary from campus to campus, BUT if you get a ticket, call Callie. **Do not try to handle it yourself.***

On the first meeting:

1 A moderator or co moderators should ask who is willing to start the seminar if for some reason the moderator is more than few minutes late. This will relieve stress if the moderator is running late or cannot attend. This would also give the moderator someone to call if it is impossible to make the seminar.

#2 Moderators should have each participant fill out a questionnaire about medical emergencies

After calling 911, who should I call:

First choice: Name: Relationship: Phone: Address: Email:

Second choice: Name: Relationship: Phone: Address: Email:

Sara Wright and Joan Laird

Attachment #3: Member Assistance Proposal

On January 6, 2009, a group of about 30 LIR members met to discuss "The Human Side of an Educational Organization." Attendees talked about the benefits and possible problems of

establishing a network of volunteers who would be willing to help other LIR members needing assistance (for example, by providing meals, non-emergency medical transportation, or visits). There was a general consensus that it would be desirable for LIR to explore ways of providing such assistance to members, and a group of 10 people volunteered to serve on a committee to investigate possible mechanisms.

*Eight people met on January 26 to further discuss the subject. The group agreed on a committee name: *5CLIR Members Helping Members*, and a mission statement: "The committee will function as a communal network within 5CLIR that will link members requesting help with members willing to provide help."*

At the January 6 meeting, some members expressed concern that 5CLIR might be substituting for - or duplicating - services offered by governmental or non-profit social service agencies. Those present agreed that it would be helpful if we developed a list of such services and points of contact to access them. The new committee agreed to take on the task of compiling a list of services available to seniors, including contact information, for the communities where LIR members reside. We propose that this information be distributed at the semi-annual Previews and be included in new member packets.

A web-site currently exists to coordinate assistance to individuals through a password-protected access mechanism. This site is www.lotsahelpinghands.com. This site includes a calendar to allow participants to "sign up" to perform needed tasks on specific dates. Through Janet Price of the Technology Committee, we are exploring how LIR could use this site and what training participants might need. The committee agreed that it would be essential to have a single consistent phone number that an LIR member would have to call to make a need known. We are exploring the costs and mechanisms for setting up such a number that would forward calls to a designated committee member's home; the designated committee member would then enter the information into the "lotsahelpinghands" system, notify all LIR members (via e-mail) of the situation and invite willing assisters to sign up on the site at times convenient for them. Recognizing that not all members have access to e-mail, we are also exploring how to link with those members lacking electronic access.

Peter Ferber and Jeff Caplan have agreed to serve as Co-Chairs of the Committee.

We are seeking Council approval to proceed with this project. If Council gives its authorization, we will proceed to 1) identify the two people willing to serve as the first coordinators; 2) install the telephone; 3) register with the web-site; and 4) notify members (probably through the Newsletter) of the availability of our Members Helping Members network and the mechanism for seeking or offering assistance. Peter Ferber & Jeff Caplan

Attachment #4 "Services Available to Seniors" (scanned- may be slow to download)

SERVICES AVAILABLE TO SENIORS

- 1) We have compiled a list of the five Elder Service Agencies of Western Massachusetts, the communities they serve, contact information, and services provided.
- 2) We have also compiled a list of the Councils On Aging, the towns they serve, the services commonly provided and the contact information for each.
- 3) Newsletters from the Senior Centers in Amherst and Northampton have listings of additional services, including listings of transportation: public buses and vans, with special services for seniors and the disabled. The Amherst Senior Center also has a website listing services (www.amherstma.gov).
- 4) First Call for Help has published *The Big Red Book*, which categorizes, lists and describes all programs and services available in Franklin, Hampshire and Hamden Counties. It is available at several public library reference desks. 5CLIR will have one copy available in the 5CLIR office, and one in the hands of each Members Helping Members Coordinator. One can also obtain information from First Call For Help by telephone (413-582-4237; 800-339-7779)
- 5) Highland Valley Elder Services has a book listing services and individual providers throughout the region. They also have a website (www.highlandvalley.org), and a phone information service, (413-586-2000),.

Attachment #5: The Financial Report (follows on the next page--may take a moment to Download)

Five College Learning in Retirement
Balance Sheet

	<u>30-Jun-08</u>	<u>31-Dec-08</u>
ASSETS		
Current Assets		
Funds on deposit @ FCI	51,414	78,024
Petty cash	<u>200</u>	<u>200</u>
total current assets	<u>51,614</u>	<u>78,224</u>
Fixed Assets		
Equipment at cost	3,465	3,465
Accumulated depreciation	<u>2,426</u>	<u>2,426</u>
net fixed assets	<u>1,039</u>	<u>1,039</u>
 TOTAL ASSETS	 <u>52,653</u>	 <u>79,263</u>
 LIABILITIES & EQUITY		
Current Liabilities		
Other liabilities	2,412	2,412
Prepaid membership	250	-
Prepaid summer programs	<u>-</u>	<u>-</u>
Total Liabilities	<u>2,662</u>	<u>2,412</u>
Encumbered funds		
Capital Fund	3,100	3,100
Endowment Fund	-	-
Membership Assistance	838	530
Memorial Fund	1,306	1,306
Program Reserve	2,760	1,000
Great Decisions	1,000	1,000
Special Events Fund	<u>3,321</u>	<u>3,321</u>
sub total	12,325	10,257
Equipment reserve (offset - above)	<u>1,039</u>	<u>1,039</u>
Total encumbrances	<u>13,364</u>	<u>11,296</u>
Equity -- General Reserve Fund		
Beginning of year	32,192	36,626
to date excess revenues > expenses	4,466	27,169
Net transfers to (from) encumbered funds	<u>(32)</u>	<u>1,760</u>
Unencumbered funds -- end of period	<u>36,626</u>	<u>65,555</u>
 TOTAL LIABILITIES & EQUITY	 <u>52,652</u>	 <u>79,263</u>

1/25/2009