

3/17/2009

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

March 12, 2009

Next meeting on April 16, 2009

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

Present: Larry Ambs, Lise Armstrong, Jeff Caplan, Peter Ferber, Mary Franks, Gail Gaustad, Wil Hastings, Sheila Klem, Charlie Klem, Philippe Meyer, Callie Orszak, Leo Sartori, Jim Scott, Bev Von Kries, Bill Williams, Sara Wright, Kathy Hazen.

Unable to attend: Joan Laird, Anne Lombard, Carol Jolly, Pete Reitt.

(Five College Financial Officer Marie Hess joined us later in the meeting.)

President Leo Sartori called the meeting to order at 2:30. The minutes of the February meeting were accepted as distributed.

The President's report: Leo reported that the seminars are going well, and the Members-Helping-Members committee is making progress. The Moderators Reception is coming up and Great Decisions is all set to go. Annual Meeting is early this year as it precedes the Preview on April 19 and the next Council meeting has been moved to April 16. The major item on the Agenda today is the Budget.

Vice President's Report: Sara Wright said that she recommends that we 'go green' and use e-mail wherever possible to disseminate information, in order to avoid having to raise the membership dues. We can save hundreds of dollars on printing and postage as well as save trees.

Committee Reports:

Curriculum Committee: co-chair Sara Wright reported that the committee has already lined up approximately twenty seminars lined for the fall—a variety and not “the same old thing.” The Moderators Reception on March 26 in the Amherst Alumni house will include a panel on seminars (Lise Armstrong, Wil Hastings, Bobby Reitt, and Jim Scott). We are urged to bring any potential future moderators. We can park in the Alumni lot.

Finance Committee: Treasurer Charlie Klem will report on the Budget later in the meeting. The new Budget is appended at the end of these minutes.

Public Relations: chair Jeff Caplan reported that the efforts to publicize Great Decisions have been completed. WFCR will make announcements and will interview all the speakers during the week of their presentation. The Council should decide on a spokesperson to WFCR for 5CLIR, and the council promptly voted Jeff in. Great Decisions posters and brochures were circulated.

Committee member Lise Armstrong asked moderators to give brochures/posters to people in the seminars who are from other places; this is an opportunity to reach out. We offer free attendance at these events to seniors in the area. Mass. Humanities (grantor) is

looking for an increase in attendance and wants to know of anywhere that ten or twelve people could be invited to attend at no cost, but we must have a list of their names on the prior Tuesday or Wednesday, and Mass. Humanities needs a list of all who come.

Sheila Klem asked if any effort has been made to contact people who have dropped out of LIR; Jeff said yes.

Jeff also noted that we are waiting for the report from the Smith Social Work students' project.

Summer/Winter: Neither Co-chair (Anne Lombard, Carol Jolly) was able to attend today's meetings, but their committee has met twice and the Summer offerings are shaping up nicely.

Meetings/Membership: Co-chair Sheila Klem passed out copies of the 5CLIR "Membership Information Sheet" (listing the categories of membership and their prices) which was approved by the council in May 2008. (Not appended to the Minutes.) Then Sheila posed the question, "Was Trial membership worth it and should we continue this status?" Currently we have 15 trial members and the trial dropouts have been asked for the reasons that they discontinued. Only one person said the price was excessive. Extensive discussion followed.

The issue of the cost of Special Programs was also raised: the costs for a Trial member are just as high as the costs for a full member: should we raise fees? The Treasurer requested that we wait until after the Budget is discussed to confirm (or change) the dues structure.

The President deferred the discussion of the dues structure, and called for a vote re the continuation of the Trial membership category; all were in favor of doing so.

Sheila then reported on the status of the membership-wide brunches planned for April 25. Sixteen hosts are now in the process of issuing invitations and the response has been very positive.

Tech Committee: No report.

Special Programs: Co-chair Gail Gaustad reported that her committee has met and many programs are in the works.

Office Manager: Office Manager Callie Kendall Orszak's written report follows: *I have asked the moderators to send me the nominations from their seminars next week so that those nominated will have plenty of time to write their bios. I had hoped to save \$101.22 by sending out ballots by email, but Sara pointed out that the potential would be there to print more than one ballot and therefore would leave us open to complaints of improper procedure. Lise Armstrong emailed me and suggested people should put name and return address on the envelope and in the office we check off that address to make sure two of the same don't come through. Any without address get thrown out.*

The new telephone help-line is installed and ready to go. The number is 585-4009, much easier to remember than the phone we already have! The phone can either be forwarded to the Smith inbox and the user would dial the phone to pick up messages, or it can be forwarded to a specific number directly. At present it is forwarded to Smith.

Great Decisions registrations are coming in at a steady rate. We mailed out registration forms to everyone on the prospects list without email (380), and I emailed the rest (c. 50?). As some of the posted ones are returned as un-deliverable I am crossing people off the prospects list.

Sherry Bergeron-Hegge, my contact at Highland Valley Elder Services, called me again about an Expo at the Log Cabin being held on April 6th (postponed from the day of the big snow). It is free for us to exhibit and sounds like a good way to make contacts as well as get some good exposure. I have attached the information in three documents. The original invitation (dated March 2nd ...now read April 6th) indicates there will be state and local officials in attendance. Over to Jeff Caplan.

I have attached the invitation to the Fall Preview. The invitation to send out to non-LIR members does not mention the annual meeting. If non-members arrive at 2:00 when members are in the annual meeting, it will give them a chance to check out the catalog and have something to eat.

Letter to Laura Howard re losing UMass bookings: I am not sure I am the right person to write the letter ...In the meeting I handed over responsibility to Leo for writing to Laura Howard. I gave him an example letter that Arnold had written when I told him of our plight. (It was Arnold who got us the seminar space by talking with Laura.)

I received an email from Ericka Prew at Cooley Dickinson wanting to set up a meeting to discuss collaboration. Larry Ambs (guest present at the meeting) said he knows Ericka and she wants money.....I gave her email to Jeff Caplan to deal with. Callie Orszak

Added: Callie read the-mail from Arnold Friedmann about losing space at UMass and Mary Franks recommended that Arnold go back to UMass Cont Ed about this.

Note: four attached documents have not been appended to these Minutes due to space requirements.

OLD BUSINESS

President Leo Sartori noted that it is incumbent upon us today to vote/pass the budget for the coming year. Charlie Klem introduced Marie Hess, the financial officer of 5CLIR. He distributed the proposed budget for 2010. He noted a modest loss this year of \$2,000. He reported on the Finance Committee Meeting last week: the committee started with committee budget requests, and made changes. There will be cuts in printing and postage, and an increase in the use of e-mail.

Charlie moved to accept the 2010 budget submitted by the Finance Committee. Leo pointed out the \$2,000 item slated for a part-time assistant for Callie, and said that Callie does not desire a part-time assistant. Charlie pointed out that this item is an insurance policy in case of an unexpected event, and probably won't be spent. Sara Wright spoke about the "going green" idea- using a lot less paper and sending every other Newsletter by e-mail. Only thirty LIR members don't have e-mail.

Discussion followed on various methods to raise money for LIR. Leo stated that although our budget shows a deficit this is not a good time to raise dues but we could ask those who can afford it to give an extra \$25 or \$50 (Ms. Hess pointed out that a special procedure must be followed here if this donation is to be tax deductible.) An extra line for donations could be added to the membership fee form. Jeff Caplan asked for a committee to look into fundraising, which could be social too. Larry Ambs suggested that a notice be put in the Newsletter to the effect that the Council considered raising the dues, but instead is resorting to increased use of e-mail.

Sara Wright asked why Meetings and Membership have separate budgets, although they are now joined into one committee. Charlie Klem spoke in favor of “transparency.” Discussion of the various amounts assigned in the budget followed. Jim Scott pointed out that the President has the authority to move money around in the Budget. (Charlie later referred this question to the Bylaws.) Charlie said that he would expand the descriptions in the Budget and give this to Bill Williams (incoming Treasurer) and the committee chairs. Charlie also said that we can adjust the dues structure without it affecting the Budget. After extensive discussion the Budget was accepted by unanimous vote. Charlie Klem moved to continue the current dues structure. Jim Scott amended this to raise the Associate Membership fee to \$75. After more discussion this was voted and carried.

Members Helping Members Committee: Chair Peter Ferber reported that their services are planned for startup on May 1. A free phone has been acquired from Smith and a set of procedures is in place. A trial run of the Helping Hands Website is being made. The committee plans to get the word out via e-mail and with brochures at the Preview.

Jim Scott noted that the committee has met at Serene Rubin’s house and she has provided good advice on how to implement this committee’s work, in spite of her health problems.

There being no further business, the President adjourned the meeting at 4:30.

Respectfully submitted,
Katharine Hazen, Recording Secretary

Attached: the 2010 Budget: (see next page)

5CLIR Fiscal 2010
Proposed Budget

	F2008 Actual	F2009 Budget	Council approved F2010 Budget
REVENUES			
Membership dues f	49,911	52,910	53,000
Associate members	<u>1,350</u>	<u>1,450</u>	<u>1,250</u>
Total dues revenues	<u>51,261</u>	<u>54,360</u>	<u>54,250</u>
Interest	1,113	1,000	500
All programs (see separate page)	<u>2,189</u>	<u>1,500</u>	<u>1,085</u>
Total revenues	<u>54,563</u>	<u>56,860</u>	<u>55,835</u>
EXPENSES			
<u>Compensation & Benefits</u>			
Salary	28,942	33,892	33,892
Benefits	10,866	13,732	14,280
Part time assistance	-	-	2,000
	<u>39,808</u>	<u>47,624</u>	<u>50,172</u>
<u>Office & other expenses</u>			
Postage	1,227	1,700	900
Photocopying (inc Annual Rpt)	148	60	50
Office supplies	1,006	1,000	1,000
Telephone	47	50	50
Copier maintenance	416	600	600
Membership -EIN	1,055	500	100
Newsletter	826	1,000	500
In lieu of rent -- classrooms	900	1,000	1,400
Other office	226	200	200
President's discretionary	<u>603</u>	<u>150</u>	<u>600</u>
	<u>6,454</u>	<u>6,260</u>	<u>5,400</u>
<u>Committees</u>			
Tech	880	800	400
Curriculum	1,553	100	1,500
Meeting	868	900	100
Membership	86	400	250
Preview		3,200	1,800
Special programs			700
Public Relations	<u>449</u>	<u>550</u>	<u>400</u>
	<u>3,836</u>	<u>5,950</u>	<u>5,150</u>
Total expenses	<u>50,098</u>	<u>59,834</u>	<u>60,722</u>
Excess of revenues>exp	<u>4,465</u>	<u>(2,974)</u>	<u>(4,887)</u>

3/13/2009
