

**FIVE COLLEGES LEARNING IN RETIREMENT  
MINUTES OF THE COUNCIL MEETING  
JULY 15, 2010**

The regular monthly meeting of the 5CLIR Council was held on Thursday, July 15, 2010 at the offices of Five Colleges, Incorporated on Spring Street in Amherst, MA.

**Present:** Larry Ambs, John Armstrong, Marybeth Bridegam, Dave Cramer, Laura Cranshaw, Peter Ferber, Mary Franks, Arnold Friedmann, Dorothy Gorra, Philippe Meyer, Sandy Muspratt, Callie Orszak, Dean Poli, Janet Price, Dorothy Rosenthal, Michael Wolff, Sara Wright, and Joan Wofford.

**Call to Order:** President Larry Ambs called the meeting to order at 2:30 p.m.

**Minutes:** In Lise Armstrong's absence, Dorothy Rosenthal reported that Lise had corrected the minutes of the June meeting in the report of the Special Programs Committee to the effect that the community read will be coordinated by the Book Group rather than the Special Programs Committee. There being no other corrections, the minutes were approved as corrected.

**Remarks by the President:** Larry Ambs welcomed new Council members and committee chairs: Mary Beth Bridegam, Laura Cranshaw, Joan Wofford, Janet Price, and Mary Franks. He mentioned two projects remaining from the term of the previous president: appointing a Diversity Committee and an Historian. He will be getting to these as soon as possible. He stated that his primary goal is to continue to develop the relationship between 5CLIR and Five Colleges, Incorporated.

**Report of the Vice-President:** Joan Wofford said a "hello" to everyone and announced that she will continue the practice of having meetings of the committee chairs beginning in September. She went on to fill in for Larry during the moments he was called out of the room on canine business.

**Finance Committee Report:** Treasurer Sandy Muspratt reported that the committee is rearranging accounts (see handout) that tracks net worth rather than being a balance sheet. The figures for end of June, 2010 are not the final ones but will be updated as soon as they are available. As suggested by Council, strategic reserves equal to about one-half the annual budget have been set aside in the amount of \$30,000. Sandy raised the question as to who has the authority to tap into the reserve funds.

**Technology Committee Report:** Janet Price gave the floor to Philippe Meyer. He said that the new computer has been installed in the office, thanks to the efforts of Jim Harvey and Peter Reitt. Sara remarked on the recent excellent presentation by the Technology Committee.

**Curriculum Committee Report:** Incoming co-chair Mary Franks expressed her appreciation and that of Jim Scott for the work done by the previous co-chairs, Joan Laird and Beverley von Kries. Mary introduced the new members of the committee: Felicia Barber, Ruth Kosiorek, Ellen Peck, Pete Reitt and Dottie Rosenthal.

**Motion:** Sara Wright moved that Council approve the new members of the Curriculum Committee. The motion was seconded and passed.

**Public Relations Committee Report:** Dean Poli reported that four members of the committee have stepped down and four new members have joined the committee: Zina Tillona, Jane Luff, Helene Lambert, and Dean Poli. They will be meeting in September. At that time they will be reviewing a new Power Point presentation combining the previous Power Point with short clips from the DVD about 5CLIR.

**Motion:** John Armstrong moved that Council approve the new slate of members of the Public Relations Committee. The motion was seconded and passed.

**Winter/Summer Programs Report:** Dorothy Gorra said that there has been an excellent response to the summer programs. She reported that the new members of the committee are: Helene Lambert, Ellen Peck, Diane Liebert, and Michael Wolff.

**Motion:** John Armstrong moved that Council approve the new membership of the Winter/Summer Programs Committee. The motion was seconded and passed.

**Membership Committee Report:** The report of the Membership Committee was deferred until the next meeting as neither co-chairs were present. Dean Poli asked for clarification of the mission of the PR and Membership Committees. The consensus was that the PR Committee publicizes 5CLIR and recruits new members. The Membership Committee attends to the needs of those who are already members. The question of changing the name to Members Committee was also postponed until the committee has had the opportunity to consider the suggestion.

**Special Programs Committee Report:** The report of the Special Programs Committee was deferred until the next meeting.

**Office Manager's Report:** Callie Orszak reported being delighted with the new computer in the office, especially with the large monitor. There have been some bugs but those are being worked out. She gave high marks to Jim Harvey and Pete Reitt for their assistance in this change. The entire complex including the Sebring Room at Amherst College has been reserved for the Spring Preview on November 21. She will be sending reminders to people who have not yet paid their fees for the new year.

**Great Decisions Committee Report:** Dave Cramer reported a mediocre year in terms of audience response to presentations. He attributed the less than rave reviews to three topics that were not of major interest to attendees. The committee is reviewing their relationship with the Foreign Policy Association and its topics. Lunch was a great success and overall the programs earned a profit of approximately \$1800 for 5CLIR. Dave said that more income would probably be generated if programs were held on Saturdays rather than Fridays. The Northampton Senior Center is already booked for next year but they will be charging \$25 more for each of the five sessions.

**Development Committee:** Dave Cramer said that the committee has nothing to report at this time.

#### **Old Business:**

1. Meeting with Five Colleges, Incorporated – Sara and Larry met with Neil Abraham and Yvette Morneau (assistant treasurer, sitting in for treasurer Barbara Lucey). Sara had prepared five notebooks containing 5CLIR's history, the demographic report prepared by Hy Edelstein and Chuck Gillies, posters, programs and details of significant 5CLIR's events and presentations. Neil Abraham agreed to ask Barbara Lucey to act as a liaison between 5CLIR and Human Resources. Neil Abraham will ask if any member from one of the five colleges would like to attend the AROHE conference in Connecticut on October 14-17 with Sara and Larry. Five College Incorporated will hang a framed poster of the Five College Learning in Retirement's Slavery Series in the meeting room of Five Colleges, Incorporated. Larry will attend a half-day meeting on September 24 at which time Five Colleges, Incorporated will present its long-range plan. The group also discussed other types of outreach that 5CLIR could participate in with the five colleges to the mutual benefit of all.
2. Operations Manual – The manual is still in progress thanks to the hard work of Mary Franks and Dorothy Gorra. They will be meeting with Sara to forge a plan for completing the manual.

3. Annual Report – Larry reminded all officers and committee chairs that annual reports are due later in the summer.

**New Business:**

1. An error in scheduling of the Fall Preview has been corrected and revised calendars have been distributed to Council members.
2. The Ad Hoc Committee on Requests from Outside Organizations presented its recommendations to Council. After considerable discussion, Sara moved to accept the recommendations.

**Motion:** Sara Wright moved that Council accept the guidelines recommended by the Ad Hoc Committee for Dealing with Requests from Outside Organizations. The motion was seconded. In the ensuing discussion, Larry suggested a slight change in wording of item #4.

**Motion:** Sara Wright moved to amend the recommendations so that item #4 would read: “The 5CLIR President reviews requests from organizations outside the Five College community and has final approval on any communication requests with the membership.” The motion was seconded and passed by a vote of 8 to 1.

**Motion:** The main motion was passed by a vote of 7 to 2 so the recommendations as amended were approved (see attached).

3. Policy Regarding Personal Information on the 5CLIR Website. Janet Price presented the recommendations. Item #2 was amended to read “Email addresses and phone numbers of members other than the webmaster, the office manager, and organization officers will not be published on the website.” The final version is attached.

**Motion:** John Armstrong moved that the revised recommendations on personal information on the 5CLIR website be approved. The motion was seconded and passed unanimously.

4. Check Requests – Callie reported that check requests that need to be sent to Five Colleges, Incorporated need to be handed in by Friday morning at the latest. This means she needs a check request made out and signed by the Treasurer by Wednesday morning at the latest.

5. Larry Ambs said there will be no Council meeting in August. However, there will be an Executive Committee meeting in late August or early September (date to be announced).

**Adjournment:** The meeting was adjourned at 4:25 p.m.

Dorothy Rosenthal, Secretary

**NEXT COUNCIL MEETING  
SEPTEMBER 16, 2010  
\*\*\*\*\*2:30-4:30 PM\*\*\*\*\*  
FIVE COLLEGES OFFICE  
SEE TWO ATTACHMENTS**

## **Policy on Dealing with Requests from Outside Organizations (Adopted July 15, 2010)**

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 organizations outside the Five College 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.
- (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.

# **Policy regarding personal information on the 5clir website**

## **(Adopted July 15, 2010)**

Some members have expressed concern about having their email addresses show up on the 5CLR website. Their worry is that the email addresses will be found by spammers, who will flood them with huge amounts of unwanted email. It is certainly true that spammers are constantly running programs that harvest email addresses from the web.

Most spammers today use simple programs that follow links from one web page to another and suck up any email addresses they find. Email addresses are recognized by the "@" in the middle. One way to fool the programs is to substitute " at " for "@." However, this does make the email address non-clickable. Another possibility is to insert something like "REMOVEME" just before the "@." Again, while this foils the email harvesting programs, it also makes the email addresses non-clickable.

Usually, the email harvesting programs do not bother scanning files that are not real web pages, like word-processing documents, spreadsheets, or pdf files, since these are less likely to contain email addresses. Thus another way to reduce the likelihood of getting an email address harvested is to limit the addresses to files that are not real web pages. While this does not guarantee that the email addresses cannot be harvested, it has the advantage of leaving them clickable.

### **Policy**

1. The newsletters will be published on the website as pdfs and may contain phone numbers, email addresses, and photos.
2. Email addresses and phone numbers of members other than the webmaster, the office manager, and organization officers will not be published on the website
3. Photographs of three or fewer members or members identified by name will not be published on the website 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 getting 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 identifying the specific web page, and it will be removed.

4. Material currently in the archives will remain as is unless an objection is made to the webmaster identifying the problematic web page.

**Five College Learning in Retirement  
Net Worth**

	As of 6/30/10		As of 6/30/09
Accounts	6/30/10 Balance	Accounts	6/30/09 Balance
<b>Assets</b>			
Cash and Bank Accounts		Cash and Bank Accounts	
On deposit at FCI	120,825.34	On deposit at FCI	97,334.68
Petty cash at LIR	200.00	Petty cash at LIR	200.00
Total Cash and Bank Accounts	121,025.34	Total Cash and Bank Accounts	97,534.68
<b>Total Assets</b>	<b>121,025.34</b>	<b>Total Assets</b>	<b>97,534.68</b>
<b>Liabilities</b>			
Other Liabilities		Other Liabilities	
Accruals per FCI	2,347.00	Accruals per FCI	2,347.00
Advance dues & fees	49,672.50	Advance dues & fees	44,933.00
Council reserve-endowment	3,100.00	Council reserve-endowment	3,100.00
Council reserve-Gt Decisions	1,000.00	Council reserve-Gt Decisions	1,000.00
Council reserve-programs	1,000.00	Council reserve-programs	1,000.00
Council reserve-special events	7,404.60	Council reserve-special events	3,321.00
Donor restricted-bursary	0.00	Donor restricted-bursary	1,506.00
Donor restricted-memorial	975.00	Donor restricted-memorial	975.00
Strategic Reserve	30,000.00		
Total Other Liabilities	95,499.10	Total Other Liabilities	58,182.00
<b>Total Liabilities</b>	<b>95,499.10</b>	<b>Total Liabilities</b>	<b>58,182.00</b>
<b>Overall Total</b>	<b>25,526.24</b>	<b>Overall Total</b>	<b>39,352.68</b>