

**FIVE COLLEGES LEARNING IN RETIREMENT
MINUTES OF THE COUNCIL MEETING
DECEMBER 9, 2010**

The regular monthly meeting of the 5CLIR Council was held on Thursday, December 9, 2010 at the offices of Five Colleges, Incorporated on Spring Street in Amherst, MA.

Present: Larry Ambs, John Armstrong, Lise Armstrong, Marybeth Bridegam, Laura Cranshaw, Peter Ferber, Mary Franks, Arnold Friedmann, Dorothy Gorra, Joan Laird, Philippe Meyer, Sandy Muspratt, Callie Orszak, Dorothy Rosenthal, James Scott, Beverley von Kries, Joan Wofford, Michael Wolff, Sara Wright. Guest: Chuck Gillies.

Call to Order: President Larry Ambs called the meeting to order at 2:33 p.m.

Minutes: The corrected minutes of the previous meeting were accepted as distributed.

Remarks by the President: Larry Ambs deferred his comments to a later point in the meeting.

Report of the Vice-President: Joan Wofford asked for feedback on the Spring Preview at Valentine Hall, Amherst College. The comments were very positive about the facility, the refreshments, and the break midway through the event. Although the final cost is not yet in, Joan hopes that it will be under budget. The consensus appeared to be that not having wine was acceptable as well as economical but that coffee should be available and plentiful. There was considerable support for using the Valentine Hall venue again.

Finance Committee Report: Treasurer Sandy Muspratt reported that income from dues is \$54,000 as compared to \$46,800 at this time last year. However, it is too early to know what this means about our financial status as many expenses are not yet in.

Motion: Sandy Muspratt moved that the following be added to the Accounts and Procedures section of the Operation Manual: The signing officers of Five Colleges, Incorporated have ultimate responsibility and authority over all transactions of 5CLIR. With the exceptions listed below, the treasurer of 5CLIR (or, in his/her absence, the assistant treasurer) reviews all transactions and has signing authority for all requests to Five Colleges, Incorporated for disbursements and the acceptance of receipts. Exceptions to the treasurer's signing authority are: transactions originating with Five Colleges, Incorporated or transactions requiring approval of Council, namely those pertaining to funds reserved by Council and those amounting to \$1500 or more.

The motion was seconded and carried.

Technology Committee Report: Philippe Meyer said that the committee is requesting \$400 be set aside for the purchase of a new projector in case one of the present projectors fails. Sandy said that that type of request can be handled by the treasurer and does not require Council approval.

Curriculum Committee Report: Jim Scott said that the Spring Moderators Meeting will be at the Alumni House, Amherst College on March 31 from 2-4 pm. The committee welcomes suggestions for a program for that meeting. The Fall Preview will be held at the Campus Center, Smith College on May 1 from 2-3:30 pm to be followed by the Annual Meeting. Mary Franks said that she, Jim, Carol Jolly, and Callie will conduct the lottery for spring seminars on Monday, December 13 at 2 pm. Mary also reported that about six people are tentatively committed to offering seminars in the fall. She read a list of suggested seminar topics that the committee made at its meeting on December 2. Anyone who has other ideas should contact the co-chairs of the committee. The list will be published in the newsletter so that it may spark some people to offer to moderate seminars on those topics. There seemed to be some confusion among Council

members about the statement on attendance that appears on the Registration Form. As it reads now, it applies to any seminar but Dorothy Gorra remembers it as applying only to lotteried seminars. The co-chairs will look into this. The uneven distribution of seminars, with a large number concentrated on Tuesday and Wednesday afternoons, was discussed. The co-chairs said that they would be dealing with this situation beginning with the fall schedule. One step they have already decided on is to ask moderators to identify time slots in which they would **not** be available rather than asking them to list those slots that they prefer.

Public Relations Committee Report: Arnold Friedmann reported that the out-reach person for Amherst Cinema asked the committee about the possibility of 5CLIR members volunteering to help with programs for school children. She indicated it might be possible for 5CLIR to get the use of one of the smaller auditoriums as long as we did not need to use their projector. Twenty-five new people attended the Spring Preview, 12 of whom heard about it from the newspaper ad. The committee will be reaching a final decision on the design of the poster on December 16. They expect to print 50 posters at a cost of \$50-75.

Summer/Winter Programs Report: Dorothy Gorra said that there was nothing to add to last month's report.

Membership Committee Report: Michael Wolff reported that the committee will be meeting on Tuesday and that they are contacting former members who have not renewed their memberships.

Special Programs Committee Report: A report of the committee was distributed by email prior to this meeting and is on file with these minutes.

Motion: Lise asked Council to approve a one-day bus trip to the Culinary Institute of America in the spring that she will organize. The motion was seconded and passed.

Larry suggested a need to clarify our liability coverage for various types of functions.

Office Manager's Report: Callie did not have anything to add to the report that was distributed by email prior to this meeting and is on file with these minutes.

Great Decisions Committee Report: No report.

Development Committee Report: No report.

Past President's Report: Sara Wright complimented the Membership Committee on the table it provided for greeting new members at the Spring Preview. She is working on the Memorial Service. The list of people to be remembered was published in the newsletter and some people have volunteered to speak in memory of people they knew. She clarified that those remembered are anyone who has been a member of 5CLIR. Family members may speak from the audience if they wish but are not featured speakers. The Annual Report for last year is complete and will be sent out shortly by email. Lise suggested that it be posted on the website in the Archives section. Larry will look into that possibility.

Old Business:

1. Chuck Gillies reported on plans for The Five College Learning in Retirement Civil War Sesquicentennial Symposium scheduled for October 14 and 15, 2011. He distributed information about the program as well as lists of members of the Advisory and Steering Committees (copies of these documents are on file with these minutes). The committees are in the process of fund-raising from organizations that have been cleared by Five Colleges, Incorporated. Before it can be determined if there will be an attendance fee, the committees will need a more complete picture of available funds, but the preference is for a free program open to the public. The estimated cost for the program is between \$15,000 and \$20,000. The two very distinguished main speakers have made very modest requests for financial support.

2. Larry will appoint an Advisory Committee to help him with outreach activities to the institutions with which we deal.

New Business:

1. Nominating Committee:

Motion: Larry moved that Council approve the following members of the Nominating Committee: John Armstrong (chair), Peter Ferber, Carol Jolly, Suzannah Fabing, and Michael Wolff. The motion was seconded and carried.

2. Special Programs: Larry reported that the Executive Committee met with Lise Armstrong, Chair of the Special Programs Committee, and drafted responses to some questions she had raised about special programs vis a vis other 5CLIR programs. Those responses, which were emailed to Council prior to this meeting and are on file with these minutes, are meant to reflect current practice. Larry asked Council to review the responses and send any comments to him.

3. Scheduling: Larry proposed two meetings in January with the Executive Committee and the Chairs/Co-Chairs of the following committees: Curriculum, Special Programs, and Winter/Summer Programs to discuss constructive solutions to scheduling problems.

4. Institutional Memory: In his closing remarks, Larry said he has become aware of the importance of institutional memory; things need to be defined and written down in an orderly manner. The Operations Manual is a start in that direction and he expects to continue to work towards the goal of establishing clear, written procedures that can be consulted readily.

The meeting was adjourned 4:24 p.m.

Dorothy Rosenthal, Secretary

**NEXT COUNCIL MEETING
FEBRUARY 10, 2011
*****2:30-4:30 PM*****
FIVE COLLEGES OFFICE**