

**FIVE COLLEGE LEARNING IN RETIREMENT
MINUTES OF THE COUNCIL MEETING
SEPTEMBER 13, 2012**

The regular meeting of the Council was held at the Five College Center at 2:15 pm.

Present Council: Marybeth Bridegam, Laura Cranshaw, Peter Ferber, Dorothy Gilbert, Jim Harvey, Chris Hurn, Carol Jolly, Joan Laird, Betsy Loughran, Sandy Muspratt, Ellen Peck, Jim Scott, Joan Wofford, Gordon Wyse

Absent Council: Eva Sartori

Committee Chairs Present: Larry Ambs, Callie Orszak, Jim Perot, Sara Wright

Minutes: The minutes of August 9 were approved with the minor correction of the time of the Preview—4:00, not 4:30.

Vice President: Carol Jolly reported on her meeting with the chairs of committees. They read over the descriptions of the various committee jobs in the new draft of the Operations Manual and commented on them. The chairs suggested better communication between the Council and the Committees. Minutes of the Council meetings are being sent to all committee chairs.

Treasurer: Sandy explained that he is in the middle of the change in the 5C accounting system. We do seem to have a satisfactory income for the year from registrations.

Curriculum Committee: Carol and Marybeth have corrected the calendar for the year. A new version has been sent out to all Council members.

The Curriculum Committee is now calling for new proposals for spring seminars. So far we have only 1/5 of the number needed.

Great Decisions: Peter Ferber reminded us of the topics which need to be selected for the spring. Choice sheets were given out at the picnic and were sent out by email to the membership. These need to be returned to the committee with the top three choices marked.

Tech Committee; Jim Perot described a bureaucratic problem with the LIR laptop. 5C has locked it so that it cannot print out copy. People using it need to get a password or some kind of release. There is also a budget problem with the use of computer labs at Smith. There is a \$30 charge every time the lab is used. The Tech committee needs an increase in its budget of about \$100 to pay for three uses instead of asking participants to contribute for the rent.

It was moved and approved that the Tech committee budget be increased to cover lab costs.

Office Manager: Callie explained that our membership ebbs and flows during the year. It is high in the spring and low in the fall. Over the summer some drop out and a few new people join. Our numbers are now a bit under 300 but this is normal.

OPERATIONS MANUAL

The bulk of the meeting was taken up by a consideration of the revisions to the Operations Manual, prepared in draft by Sara Wright, Larry Ambs, and Callie Orszak. Larry recounted how this project had started. 5CLIR has always been governed by by-laws, but these are too general to specify how the organization is run. We need a written institutional memory in a document that records the mandates that Council approves. The by-laws call for the creation of an operations manual. Last year the committee began going over the minutes of the last ten years. They prepared a draft document using dates to show when Council had approved various practices. From now on the Minutes of Council need to specify when something should be put into the Manual.

Sara projected onto a screen the latest draft which uses various colors to show what material is new, what is deleted, and what is moved to another place. In parentheses are dates which indicate the Minutes which record an item approved by Council.

The new table of contents shows that the body of the Manual will contain basic information. More specialized and detailed explanations of specific practices have been moved to various appendices. This arrangement should make it easier for people doing a specific job, such as organizing a trip, to look up the relevant policies in one place.

We went over the document page by page. Some corrections were already in the works. Others were suggested as we went along.

Suggested corrections

p.1. sentence about “any other 5CLIR member may request a copy” should be changed to indicate that this will be a **digital** copy posted on the web site.

This page also needs a footnote explaining the **dates in parentheses**.

p.4. third paragraph, The president...**together with the evaluation team**, is responsible...

Under Secretary’s responsibilities—last sentence in first paragraph: “**The secretary should be willing to serve a minimum of a two-year term.**”

p. 7 Second paragraph—“Each chair (add **except for the Nominating Committee**) serves...”

Fourth paragraph about the vice president collating should be moved to the section describing the duties of the vice president.

In the final paragraph in that section, ...should notify the treasurer (add” **in advance**”).

Last paragraph under Finance Committee, ...establishment of a “**Fund for the Future.**” Last sentence should go out.

p. 8 The word “**traditionally**” remains in the sentence about alternating male and female vice presidents.

p. 10 Sentence about minimum enrollment, move phrase ”**including the moderator**” to be next to “number of participants”

p. 18 whole section on office manager's job is being revised.

p. 20 whole section on accounting procedures is being revised

p. 24 under Risk Management, the last sentence should be "The President, Treasurer, and **the designated liaison** will represent 5CLIR."

p. 37 under Bus Trips, do not use number 35—it is arbitrary. Should read "...then divide by the **minimum number** of participants."

In the next paragraph, "If **not enough people** have signed up..."

p. 40 The bar graphs need to be changed to reflect the actual time slots on Monday and Wednesday afternoons and on Friday morning.

With the understanding that these changes will be made and that some sections of the Manual are still being revised, the Council moved to accept the Manual and approved it **unanimously**. We all thanked Sara and the committee for all their hard work! This is not an easy job.

The meeting was adjourned at 3:30.

Next Council Meeting—October 11, 2012

Respectfully submitted, Ellen Peck, Secretary