

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

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

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

Absent Council: Sandy Muspratt

Present Committee Chairs: Jim Perot, Honore David

Minutes: The minutes of October 11 were approved as presented.

Committee Reports:

Curriculum Committee: See the written report about the successful Preview at which there were a number of new members. The large ad in the *Gazette* seemed to have drawn people. Willits was also a success. People liked the food, the bright room, and the adequate space for tables. We will try to hold it there again. The place for handicapped parking needs to be stressed.

There was a suggestion that in addition to the newspaper ad, we should put something in the newsletters of the various retirement communities and the area Senior Centers. We can also get free time on the community radio station.

The deadline for new seminar topics for the Fall is April 2, 2013. We now have a new registration policy: **when a seminar is extended to a second semester, no registration preference will be given to those who have taken the first semester.** The Council voted unanimously to accept this policy and to include it in the Operations and Mentors' Manuals.

The Newsletter article on Special Status had a good effect. Two people were given this status for the Spring. Special Status members will not count in the total number of seminar participants since they will not do presentations. This policy will be added to the Moderators' Manual.

Tech Committee: Jim Perot reported that we have purchased a "meeting room microphone." This is placed in the middle of the table and attached to speakers. They tried it once and it seemed to work well. Moderators who want to use the mike and two speakers can get them from the office. Since there is only one set, it must stay in the office for all to use. If one seminar has special needs and wants to use it permanently, they can make special arrangements. We can try it this way for a year and then decide if we need more sets.

Member Support: Eva reported that we now have 14 hosts for Brunch but we need 20 more. The brunches will take place on Saturday, March 23 from 10 to 12. They are pot luck and include about 12 people usually. The committee needs to know about hosts by February. We will need to advertise this opportunity to host.

Winter/Summer: Honore asked if we should limit sign-ups for certain winter/events. The registrations suggest that several events will be overbooked. We suggested that those leading the events could schedule two sessions if possible. There is always a certain number of withdrawals as events get closer.

Great Decisions: Peter informed us that they are now booking speakers for the chosen topics.

Finances: See written report. Betsy told us about the changing accounting system from 5CI. We ended last year with a surplus. We now need a better system to transfer data from the 5C spreadsheets to our books. Jim Perot offered to help on the finance committee.

Old Business: Jim gave us copies of the new **Office Manager's job description** which has been approved by Callie and Neal and fits the format of 5C job categories. It does not include what we have called the "clubhouse aspect" of the job, because this is a purely businesslike format. We can informally use that qualification when doing an actual evaluation. The job title correlates with a pay category.

It was suggested that we give Callie a Christmas gift as a kind of bonus. In the past this has been done through the President's Discretionary Fund.

Fund for the Future: The new fund is still being set up with 5CI. The wording has to be refined so that we can get money in and out as planned.

Part of this fund will be the \$10,000 gift we have received from the Swanson family. This was written up in the Newsletter. The Swansons were founders of both LIR and Applewood. They have also been generous donors to the Amherst Woman's Club. Eva suggested that if we do a 25th anniversary celebration, we should invite the daughters of this family. (1989 is our official starting date.)

New Business:

Nominating Committee: A nominating committee has been chosen in accordance with our by-laws. Jim Scott will chair the committee of Laura Cranshaw, Sara Wright, Susan Fabing, and Fran Volkmann. **The membership of this committee was approved by Council.** We are still using the alternate male/female principle for selecting a vice president who will then be president the next year.

Acknowledging Gifts: In the past we have given letters of thanks to those who have donated for the scholarship fund. We will now have to devise a form for thanking donors to the **Fund for the Future**, There is the problem of how to report donations: in the Newsletter? In an annual report? As private thank you's? People will have to be asked if they want their names publicized for donations. We could put a form on the web site with a check box if donors want their names used.

Betsy pointed out that research on donations shows that public acknowledgment of gifts is good for encouraging donations. Publically thanking people is a good way to publicize the Fund as well as the scholarship fund. We don't need to state the amounts unless it is something

special like this Swanson gift from a family fund. If we have another Valley Donation Day, we could add LIR to the list. We may have to do this under the 5 College label. For the annual Memorial Service, we could have donation cards with envelopes. In the registration packet we could also have a place to donate to the Fund for the Future as well as the Scholarship Fund. We do not have the capacity to use credit cards. We also would want people to write separate checks since sorting out money is a hassle for Callie. Right now we need to construct a donation form that could be placed in the office and on our web site.

Jan 3 is the Memorial Service. That may be too soon to get forms ready but the Fund can be announced. The Council was reminded that we must accumulate donations until we reach \$5000 which is the deposit increment for the Fund. Our shorter term reserve fund is part of the budget. In past years we have been running a surplus of about \$1000.

No Council Meeting in January. Next meeting February 14.

Ellen Peck, Secretary