

## College Learning in Retirement Council Minutes –May 14, 2015

Meeting called to order at 2:15, Michael Greenebaum presiding

Present: Sheila Klem, Carol Jolly, Jim Perot, Susan Beer, Jim Scott, Jim Averill, Fran Volkmann, Tyl van Geel., Zina Tillona, Betsy Loughran

Absent: Ellen Peck, Marybeth Bridegam, Dean Poli

Committee Representatives and Guests: Joan McKelvey, Ina Luadtke, Jacob Greenburg, Larry Ambs, Miriam Whitney, Sara Wright, office manager, Liz Tiley & Richard Szlosek, acting secretary:

Minutes of April 9, 2015 were amended by Carol Jolly and then accepted as amended. The motion Carol Jolly requested to be amended now reads:

**We refer the proposed revisions, which have been passed unanimously by this year's council, to next year's council for continuing action that would invite membership comments and consultation.**

New Business:

Sheila Klem expressed her appreciation to the various committees and their respective heads for their work during the previous year.

Treasurer Betsy Loughran reported the fiscal year had ended on April 30 and that so far the financial situation looked good but that she was expecting some more bills to soon come in. She hoped the various bills would be sent to her quickly but that she still anticipated a small surplus at the conclusion of the fiscal year.

Carol Jolly reported that the April preview of new fall seminars went well even though it was not advertised this year in the local newspapers.

Joan McKelvey for the membership committee said that the spring luncheons on April 19 attracted 60 participants with 6 different homes hosting the event.

Ina Luadtke of Special Programs stated her group has been working with the Winter-Summer programs to avoid scheduling conflicts, especially with the opera prep group in January. The poetry reading event will be at Applewood next year on April 15, 2016 from 2-4 PM. The council approved Emily Hurn as a new member of the committee.

Jake Greenburg reported he will have a formal report on the Great Decisions programs next month but that 55 people had purchased tickets for all the lectures, 47 of whom were LIR members and 8 from the general community. Average attendance had been much higher than just 55.

Tyl Van Geel represented the Curriculum Committee and reported there will be a new format for seminar proposals and that the online and paper proposals will now be identical.

Office Manager Liz Tiley reported that 35 new people attended the preview and she gave a list of members who had volunteered to be on committees to incoming president, Sheila Klem. Amherst Media had apparently requested the membership list for fund raising purposes but council made it clear the list is not to be used for such purposes.

Jim Scott then made the statement he thought the brief statements made by committee chairs at the annual meeting worked well and Zina Tillona stated she thought it had been a good idea to let some of the members make comments at the end of the annual meeting.

Old Business:

The council then turned to the Ad Hoc Committee report on changes to the operations manual and reviewed their proposed changes. Carol Jolly led the discussion and said everyone should have received 3 documents; a red line version, a policy paper highlighting significant changes and a clean version showing what the final document would look like if all the proposed changes were incorporated.

It was reported that the Curriculum Committee proposal to reduce the size of the committee to 12 members has been withdrawn by a unanimous vote of that group and is no longer under consideration.

It was stated that the office manager is now the de facto webmaster for LIR and that the council must decide if they wish to have that remain the status quo. Jim Scott suggested that the job of webmaster should be made an essential part of the office manager's job in all future hirings for that position.

In regard to the Special Programs Committee and the Winter-Summer Programs Committee, it was reported that some Special Programs occasionally interfere with those of the Winter-Summer committee. The proposed language would "in general" have the Special Programs occur in the fall and spring. Fran Volkmann suggested a softening of the language from the phrase "what must be followed".

In regards to Special Events, such as the successful Civil War Conference, the suggestion was that such events not be scheduled in such a manner as to conflict with the regularly scheduled seminars. The proposed language would do away with the authority to schedule such conflicts and there was some discussion as to whether there was any need for such a provision in the operations manual at all.

There was proposed language for the manual that would say the LIR membership list may not be used for outside purposes.

There followed a discussion about the proper appreciation that should be shown by LIR to the various venues that allow us to use their space. It was reported that Liz already sends thank yous and has contact information with the venues about utilizing their space twice a year. The fourth paragraph of page 18 of the manual states that the office manager will give thanks whenever it is appropriate to do so. It was strongly urged by Betsy Loughran that monetary gifts not be given as that could adversely affect the budget.

Pages 22-23 of the manual were then discussed. These are a discussion of the office manager's responsibilities and were written by Liz. It was suggested that the list should be called "current" responsibilities so that they could be easily changed in the future. It was stated the parent Five College organization has a different official version of the responsibilities in Appendix I of the manual and the question was raised as to whether Liz's version should also be incorporated into the Appendix.

At this point Michael reminded everyone that all these putative changes in language would be voted on at the June 11 meeting and that those who had suggested some changes send them to him for distribution to the council members.

Liz suggested she would like a change made in how the registrations for the winter-summer programs are handled.

Jim Scott informed the council he would not be present for the June meeting and that this was his final council session. He expressed appreciation for the work of the council and received best wishes and congratulations from the rest of his colleagues.

The meeting was adjourned at 3:57.

Submitted by Richard Szlosek, acting secretary