

Five College LIR Council
Minutes of the meeting of April 12, 2001
Held at Five Colleges, Inc., Amherst

Present for the Council were: Ted Belsky (President), Barbara Snoek (Vice-President), Chuck Gillies (Secretary), Harley Unger (Treasurer), Pat Keating (Past President), Ed Buck ('02), Connie Anderson ('03), Hy Edelstein ('03), June Guild ('01 and Chair, Meetings Committee), Jonathan Hanke ('01), Amy Johnson ('01), Norman Winston ('03) and Naomi Yanis ('02).

Also present were Lise Armstrong (Chair, Curriculum), Peg Bedell (Chair, Publicity), David Moriarty (Chair, Membership), and Linda Stairmand (Chair, Newsletter) and by **invitation**, Nicole Dunn and David Navon.

Missing for the Council: Nylda Glickman ('02). **Others missin^g:** Suzanne Lehman and Eleanor Reid (co-chairs, Winter & Summer Programs) and Ariella Nasuti (Five Colleges, Inc.)

1. The meeting was called to order by the President, Ted Belsky at 1:33 PM.
2. The minutes of the last meeting (March 8, 2001) were approved as written after correction of "busy" for "busing" in line 2 of item #8.
3. The Vice-President, Barbara Snoek, reported that she had investigated the question of summer coverage in the office and recommended that our coverage be increased from three days to four at a cost of \$300 for the summer $\{ 10 \text{ weeks} \times 3 \text{ hours} \times \$10/\text{hour} \}$. Ann White will be Karen Tatro's replacement again this summer. {note: Karen tells me she is gone for "July and August" with no specific dates at this time - CKG}. It was moved (by Barbara) and seconded (by Norm Winston) that

Our summer coverage be increased from three days to four.

Carried unanimously.

4. Lise Armstrong reported for the Curriculum Committee that the following actions were taken at the Curriculum Committee meeting of April 5, 2001: (a) Approval of a revision to the statement regarding the lottery on the registration fairs. We have eliminated the reference to the dates in question as they were specific to one particular year and not generally applicable; (b) Approval of a special rule for a lottery for autobiographical writing: "After the usual priority rules have been met, e.g. seminar moderators in current semester, and lottery losers from the previous semester, the next to be enrolled are registrants who were members in neither of the two previous semesters. After that will be registrants who were in only one of the two previous semesters. All others will be lotteried for places as spaces permit." (c) We discussed, but did not come to any decision, whether or not programs of 5CLIR that have to do with computer workshops might be included under the supervision of the curriculum committee rather than having them part of the special programs category. The council may want to take up

dried and free of mold, we will request their replacement.

(c) The Genome class has two issues "hanging:" (i) Ginny Senders is still concerned about the definiteness of the location. Council reaffirmed that nothing could or should be done until September and that if a problem appears then that the President should "swing into action!" (ii) The questions of the costs of duplicating materials and the proposed DNA testing had been postponed. It was moved (by Naomi Yanis) and seconded (by Ed Buck) that

The costs coincident with the Genome workshop should be borne by workshop participants. Assistance with these costs should be automatically available for 50% of those costs from the Donors' Fund upon request and, if needed, additional assistance can be made available from the Donors' Fund by the same mechanism that is used for dues (i.e., application to the Treasurer).

Approved unanimously.

Barbara noted that there is some confusion with the memo, "Policies and Procedures Regarding Membership Dues" which may need to be up-dated.

5. Ted Belsky had no comments as Past President, except to welcome the new President!
6. Alexandra Leras reported for the Curriculum Committee that 180 members were now registered for fall seminars. She noted the obvious problem created by Richard Hooke's death and asked her Co-Chair, Naomi Yanis, to speak on the matter. Naomi reported that she had spoken to Richard's widow, Ruth, who encouraged the Committee to go ahead with the class if another moderator could be found. Naomi reported that they might have a possible substitute.
7. Eleanor Reid reported for the Summer & Winter Programs Committee that three programs had already been successfully held: the Miniature Theater Review, the nature photography session at the Hitchcock Center and Richard Garv^ey's Keynote talk on the Connecticut River. She noted that other than June Guild's trip to the Upper Connecticut River all programs are oversubscribed. Eleanor feels they are sure of being within the budget and mentioned that they offered a \$100 honorarium to speakers. Linda Stairmand had asked Eleanor to arrange for someone to write up each session for the Newsletter. All agreed that the program this summer is "wonderful!"
8. Nick Leras, Treasurer, gave his first Finance Committee report. He thanked Harley Unger and Charlotte Winston for their help in his transition, noting that Harley's year end report will be hard to live up to for a CPA! He will be reviewing (a) our compliance with

consideration of this at a later time. (d) The committee elected Naomi Yanis and Alexandra Leras as co-chairs of the Curriculum Committee for 2001 -03. Lise also reported that the Committee has arranged for the fall term 17 'regular' ten week seminars, one ten week tutorial workshop on speech reading (i.e., lip reading) by Jay Melrose, a three week session on Opera by Peg Bedell, specifically "Tosca," and the course on the Human Genome. The last two will share the Friday time slot. She noted that the Human Genome course has the potential of attracting two or three times the usual seminar number.

Ted noted that Karen Tatro had said that we must use U. Mass this coming term and that it would probably be the education building, but that the parking charge may be \$25.00. It was agreed that we would discuss the issue of whether or not 5CLIR should pay this charge next time, before any Council members were directly involved.

Barbara Snoek said we need a special committee to study long range planning for space needs. Ted appointed Barbara chair of the Committee and Naomi Yanis, Norin Winston and Chuck Gillies as members. Amy Johnson suggested again that we investigate the Florence Savings Bank in Hadley.

5. June Guild reported for the Nominating Committee that they had chosen their slate of nominees for the 2001-02 year. They are:

Vice-President/President-Elect	Chuc
-Secretary -	Chuck Gillies
Treasurer-	Jim Scott Nick
	Leras.

Chuck reminded the Council that when we had changed the By-laws two years ago by dropping the requirement for a second nominee that we had agreed that the election process must be "squeaky clean!" This means that the Nominating Committee must supervise the process "to the end", including (a) making sure that nominees are received from the floor at the Annual Meeting (May 9th), (b) making certain that ballots go out with all candidates listed in "equal status" and (c) that the ballots are properly counted by an independent group of three 5CLIR members. The election process includes the election of three new members to the Council. Naomi Yanis noted that we also agreed that members should be warned that only one "official" ballot envelope is sent to each member with no replacements available.

6. The Chairs of the Summer and Winter Programs Committee were absent, but it was reported that plans are coming along well and will include, according to David Navon, a Tanglewood Trip on August 4th to hear Kiri Te Kanawa and the Berkshire Opera matinee on July 23 of "Cosi fan tutte." Ted noted that the general theme this year was "The Pioneer Valley and its Environs - History, Geography, Culture and People." There was discussion of the pricing policy for the Berkshire Opera and a consensus that the Committee should make any decisions necessary. June Guild noted that she is working on a trip to Ste. Gaudens for August 21st. Ted noted that John Reid was attempting to arrange a Connecticut River canoe trip, but that it might not happen until September. Ted asked if this was o.k. and consensus was that it was fine.

accounting policies and (b) reviewing that our tax status is correctly handled. Barbara Snoek noted that the Vice-President is considered a member of the Finance Committee according to the By-Laws and should be invited to any meetings.

9. Linda Stairmand had sent word that the next Newsletter will be August 1 with deadline July 25. She has asked Committee Chairs to write out their plans for the new year and submit them to the Newsletter.

10. Peg Bedell reported for the Publicity Committee that she has been sending releases to the Hampshire Life about the free summer programs, but that they have not been generous in their coverage. She noted that for material to get in the Five College calendar it must be submitted by the first of the month of the month before the function (e.g. for an October event material must be in by September 1st). Bob Grose noted that the Genome Project workshop should be a good topic for special publicity.

11. Barbara Snoek read a letter from Amy Johnson which included matters of interest to the Meetings Committee and she will pass it on to June Guild. Amy's letter raised concerns about the format of the Red Barn meetings when the new seminars are introduced. There was considerable discussion of the matter, including a suggestion that we do two meetings - one social, one for moderators' introductions. Others thought the current format was 'fine', but some thought we should return to the old format of asking moderators to speak. It was agreed that the matter should be referred to the Meetings Committee again for their recommendation.

On another matter Chuck Dillies asked if the Curriculum Committee was satisfied with the numbers of courses and sign-ups for the fall. Naomi noted that half are filled and half are open which seemed normal. There followed a general discussion on this and related matters. Concern was expressed over the bridge reconstruction and its effects on 5CLIR. Several members suggested that we look at offering some old seminars again. Eleanor Reid noted how the "same" seminar, Reading the Masters, has "evolved" over the years. Connie Anderson noted that diversity among the seminars is better than it used to be.

12. Hy Edelstein reported for the Projector Group that Jono, Hanke would be running a workshop on the new projector on July 19th at Seelye Hall, room 411, at 9:30 am. This is open to all Mac or PC users.

13. Hy reported that the Computer Group classes are going very well. Although there is a reduced membership from last time there seems to be greater enthusiasm! He reported that the Group is thinking of occasional meetings over the year with some structure and a brief presentation on a topic that is designed to help allay anxiety and promote "buddy

7. Harley Unger, Treasurer, reported for the Finance Committee that he had been working on two things: (1) He has been seeking insurance coverage for 5CLIR when we are "off campus." He has prepared a paper, "Insurance Requirements of the Five College Learning in Retirement Program." {note: appended to these minutes - CKG} Ted noted that in a conversation with Jean Stabell who has returned to Five Colleges because of Ariella Nasuti's absence that we should be able to arrange all coverage through Five Colleges, Inc. This still has to be investigated and in the meantime Harley has put his investigations on hold. It was decided that we will pursue the Florence Savings Bank in Hadley as a site for a seminar next fall as a test case on this insurance matter. (2) Harley also has prepared the Financial Report which he distributed. He noted that we have at least \$18,000 in "Capital Funds", some of which is invested in Money Market Funds. He noted that there has been a long "argument" about the size of this "surplus," but that it has generally been agreed that we keep in reserve a sum approximately equal to one year's expenses. Barbara asked why was there so much money (\$5,918.03) in Special Events? This inspired considerable discussion with Ted recommending that at the next meeting we discuss how we should handle this.

8. June Guild reported for the General Meetings Committee that she was new to the responsibility, but is planning for the May 9th Red Barn meeting. She noted that 20 tables had been reserved - the same as for the December meeting. At this point Ted introduced Nicole Dunn, guest, who reviewed the beginnings in 5CLIR of the "buffet lunch" which has now grown to serve a membership of about 230 {note: $212 + 18 = 230!$ }. She noted that many now feel the "buffet is out-of-hand!" Nicole thinks we should either give up on the buffet or change it and recommends doing the latter by (1) before the meeting having "extensive canapes", hors d'oeuvres, etc. and drinks and (2) after the meeting have our usual "extensive desserts," or, alternatively, have only cold cuts and salads. Her report inspired considerable discussion, including whether or not it could be instituted for the May meeting. The general feeling was that it could not be instituted so quickly, but that it was an excellent idea that should be reviewed first by the General Meetings Committee. There was a suggestion that there be an article in the Newsletter testing responses to this idea and soliciting other ideas for the general Meetings.

Ted asked what was -to go on -the announcement of the May 9th meeting. This inspired considerable additional discussion. It was agreed that the agenda on the announcement had to include a time for "the Annual Meeting" to include nominations for officers, a financial report and any other annual business. It would also include a clue as to how the moderators of fall seminars would be introduced and it was noted that Harley Unger is supervising this at the urging of the Curriculum Committee.

9. Chuck Gillies reported that Great Decisions is going very well with two programs, on Iraq and Mexico left to go. This year has been so numerically successful that we will need to reconsider (a) our space, (b) possibly our pricing policy and (c) possibly, in consultation with Council and Curriculum Committee the dates that we meet.

10. Ted announced that Arthur Quinton has agreed to be the new Chair of Conversations over Coffee. The next meeting is Thursday, April 19 on "Parenting our Adult Children" with Julie Firman at Loomis Village in South Hadley.

Naomi announced that based on the recent Conversations over Coffee on "Stages of Aging" Ruth Hooke would be leading a group that was presenting to U. Mass students on Tuesday, April 24th.

11. Ted noted that the Special Events Committee is running a trip to Salem, especially the Peabody-Essex Museum on April 27th. ✓

12. David Moriarty, speaking for the Membership Committee, reminded Council that Pat Keating has agreed to be the new Chair. He noted that he and other Committee members will be participating in a program called, "Enriching Your Life," run by the Northampton Council on Aging on May 3, 11-12:30 at Memorial Hall in Northampton. He noted that he had had a complaint about the taking of group pictures in seminars. Chuck asked the Council if others had heard any complaints about the various pictures and none were offered.

13. Linda Stairmand reported that the deadline for the May 1st Newsletter is about April 15. She will be out of town for most of May, but expects to get the next Newsletter out for about June 15th. Jono Hanke suggested she list new members. Linda noted that she currently mails out 232 newsletters.

14. Peg Bedell reported for Publicity that the Gazette had messed up in not listing both Great Decisions and Conversations over Coffee on their "aging page", but only in the Hampshire Life calendar. She will be writing a letter to the Gazette asking -for improved listings. She also plans to prepare a "press release calendar" for next year. Peg will be continuing as Publicity Chair.

15. Naomi Yanis introduced the matter of the "LCD Projector". She made a motion which was seconded by Chuck and Norm Winston and after agreeing to amend it (by changing "twelve" to "ten" in part (2) and by striking part (4) which related to renting the LCD equipment) reads as follows:

1) WE ESTABLISH AN LCD CORPS, WHOSE MEMBERS WOULD COMMIT THEMSELVES

- **TO BE TRAINED IN THE USE OF AN LCD PROJECTOR WITH VARIOUS INPUTS,**
- **TO MODEL THE USE OF THE EQUIPMENT, AND**
- **TO ATTEND A FEW PRESENTATIONS A YEAR TO MAKE ITS USE POSSIBLE**

2) WE AUTHORIZE SPENDING UP TO \$3000 FROM THE CAPITAL FUNDS ACCOUNT FOR THE PURCHASE OF AN LCD PROJECTOR FOR 5CLIR, BY THE LCD CORPS, WHEN THE LCD CORPS HAS AT LEAST TEN MEMBERS .

3) THE PROJECTOR SHALL BE USED ONLY WHEN A MEMBER OF THE CORPS IS PRESENT.

members for all committees and urged Committee heads to organize their committees into three, three year classes. It was agreed that the committee list should be distributed at the September membership meeting together with a call for volunteers. Also it was agreed that Council members should have a copy of the By-Laws. {note: copy attached here - CKG}

7. Nick Leras, Treasurer, distributed a three page Financial Report for the Finance Committee. He noted that the report distributed was different than earlier 5CUR reports, but that it represented a standard accounting report using double entry bookkeeping. He briefly explained the Balance Sheet as a listing of our Assets and Liabilities. Nick said that it is like a "freeze-frame of where we stand on June 30, 2001." If this is like "Point B" then a similar statement from June 30, 2000 is like "Point A." The next paper, the Statement of Income and Expenses explains how we got from Point A to Point B! Chuck Gillies asked about the footnote re "all of our funds into a savings account." He thought that earlier Treasurers had said we only earned interest on part of our money. It was agreed that Nick would try to clarify this. Nick noted that Karen Tatro is preparing a list of all our equipment so that the "equipment" list would be more complete. There was discussion of depreciation, but no one seemed to think it needed to be done. Nick explained that the Finance Committee would be endeavoring to clarify the guidelines for the Memorial and Donors Funds reserves.

Nick noted the surprising "profit" shown on the Income and Expense Statement (\$11,596.33), which is reduced by the amount equal to the purchase of the projector. Suspicions linger that this figure may be exaggerated, most likely by Summer Program

or other expenses not yet included. He said that he had had good conversations with Yvette Morneau, a CPA at Five Colleges, and felt confident that we would eventually get our figures to match with Five Colleges.

There was considerable discussion - even pleas - about the need for individual lines for various individual programs, e.g., special events, Great Decisions, Conversation over Coffee, Summer & Winter, etc. Nick said that the Finance Committee would be working on this problem.

Finally, Nick turned to the "Proposed Budget for the year ending June 30, 2002." After discussion and reflection it was agreed that we would call this a "Discussion Draft of the 2002 Budget" and that after further work with the Finance Committee and Five Colleges the budget would be presented at the October meeting.

It was suggested that 5CLIR make a donation to the Red Cross in recognition of the recent trauma. While a motion was made it was not seconded and the matter was dropped. {note: members, of course, can make individual contributions! I

9. June Guild reported for the General Meetings Committee that plans are underway for the September 25 Red Barn meeting. The main problem is the setting up of tables which inspired considerable discussion, especially as to whether or not we could hire someone to

After considerable discussion the motion was approved unanimously.

16. Ted submitted a request from Diane Erickson who had made a request to 5CLIR for assistance with a project to examine teaching styles in peer instruction for elders. There were various limitations on participants including that they not have been teachers. After discussion it was agreed that we could endorse the project and pass the information on to members.

17. The meeting was adjourned at 3:35 pm. Respectfully submitted,



Charles K. Gillies
Secretary

Distributed at the meeting were:

1. Agenda.
2. 5 COLLEGE L.I.R. INCOME & EXPENSE STATEMENT - FY 2000 to 2001, 4/10/01.
3. Draft Agenda for May 9th meeting.

Appended here is Harley Unger's Report, "Insurance Requirements..."

April 4, 2001

INSURANCE REQUIREMENTS OF THE FIVE COLLEGE LEARNING IN RETIREMENT PROGRAM

This review is intended to form the basis of planning for insurance coverage of Learning in Retirement activities that are not covered by insurance of Five Colleges Inc. Our assumption is that seminars and other activities that we conduct on the property and facilities of any of the five colleges, are covered by insurance policies of Five Colleges Inc. or, of the individual Colleges.

With the constantly increasing size of membership in the Learning in Retirement Program, we find ourselves having to use outside facilities more and more, and this is the reason that we are now seeking an insurance policy that will provide extended liability insurance coverage to our organization. Below is a description of what activities we expect to conduct in a one year period, that would need extended liability coverage. While this is an estimate of a fiscal year's activities, it is based largely on the activities that actually were conducted in FY 2000.

A. 10 WEEK SEMINARS AND OTHER EDUCATIONAL ACTIVITIES:

assist. June agreed to look into the matter, but in the meantime Ted Belsky and Nick Leras agreed to be available for set-up. It was agreed that as far as the sound system goes that Karen will order it, probably David Moriarty will pick it up and David Navon will make it work!

10. Alex Leras and Naomi Yanis reported for the Curriculum Committee:

- (1) Hampshire College has been confirmed for the Opera (enrollment now 60) and Genome (enrollment now 81) programs for all dates except October 19th. The Genome will use our new LCD projector. There was discussion of who scheduling^s course with ~~the~~ ^{the} use of the new projector - whether Karen or the new Projector Committee. It was agreed that the Committee is to do this and that the Vice-President should confirm this with David Navon, Chair of the Committee. Also at this point Ted Belsky moved and Norm Winston seconded that,

Council expresses its appreciation to Ginny Senders for her creativity and perseverance in organizing the Human Genome seminar.

Approved unanimously.

There was clarification at this point of who votes in Council: Council members (max 9) and officers (5).

- (2) The "Art Workshop," suggested by Lise Armstrong is now confirmed for Hampshire College on Monday mornings. This will be 'advertised' in the next Newsletter. (3)) Alex noted that "Appalachian Heritage" had to be cancelled because of Amy Johnson's illness, coming after Richard Hooke's passing.

- (4) Alex noted that we needed proposals for the next term. At the September 25th meeting a "Blank Spring, 2002 Catalogue" will be distributed as a reminder to members that they are the source of all seminars! Also a questionnaire will be distributed to solicit ideas.

- (5) Naomi Yanis discussed the recommendation of the Curriculum Committee that we change the Sprin^s '02 schedule for production and distribution of the Fall '02 seminar catalogue. The reasons are primarily to resolve the crush in the office at that time and the long lag time from spring to fall. Naomi noted that there were several options for spring meetings and ways of distributing the catalogue. A motion was made with more discussion following, that,

Council change the Catalogue distribution date from early May to one month later in June in order to have the registration deadline in early July which, also coincides with the beginning of the new fiscal year on July 1st.

Approved unanimously.

Naomi noted that while "one month" was called for it might be only a two week delay.

Although these are usually held in classrooms and halls of one of the five colleges, increasingly, we find ourselves using the rooms and halls of other organizations, such as the Univ. of Mass., the Northampton Music Center, private homes of members, etc., etc. Recently, this has happened 2 to 3 times in each of our teams, and each seminar has about 12 to 18 members participating. Each seminar consists of 10 weeks of classes consisting of one two-hour class each week.

In summary, we estimate using off campus classroom space for 6 Seminars of 10 weeks during the year, with about 90 participants.

B. MEMBERSHIP DINNER MEETINGS

In September, December and May of each year, we hold general membership meetings, to which all members are invited to attend. A high percentage of our members actually attend these meetings. In the past when membership was between 150 and 200, we were able to hold these meetings at Five college facilities, such as the Smith College Field house or the Hampshire College Red Barn. However, since membership has gone up to over 200, we do anticipate having to use large, off-campus facilities, such as large church halls in the future. Some of the facilities insist that L.I. R. have adequate liability insurance, as a condition -for using the hall. At present, we do not have such insurance coverage. We would expect to use off-campus facilities for one or two of the three dinners in 2001.

C. DAY TRIPS TO NEARBY PLACES.

As a part of our Special Activities Program, some of our activities involve day trips to places, in which we charter an intercity bus, and leave in the morning and return the same day to our initial gathering area, such as the Smith College Stables. Examples of such trips are: the Tanglewood Music Center, the Wadsworth Athenaeum in Hartford, and the Mystic Seaport. Every year the number of these trips vary, but last year, we had six trips. The busses we charter usually hold 43 persons, so around 45 is usually the upper limit of participants in an event.

D. ADDITIONAL INFORMATION:

L.I.R. Fiscal year: July 1, to June 30

Insurance should go into effect on June 1, 2001 or July 1, 2001

Current President: Ted Belsky, 29 College View Hts., S. Hadley, MA 01075

Phone: 532-8363

Current Treasurer: Harley Unger, 19 Whit tier St., Northampton, MA 01062

Phone-_.596-5 198

There was a suggestion that catalogues be available by e-mail, but no action was taken at this time.

(6) Naomi alerted Council to the fact that the Curriculum Committee may recommend a change in the Spring term calendar, delaying the whole term by one to two weeks. The Committee is collecting pros and cons and invites the same from Council members.

(7) Naomi reported that the registrations for classes are "extraordinarily high" this term, which is complimentary to 5CLK but a problem for the Committee that has to find more courses. She pointed out that several people had joined 5CLIR in order to participate in the Genome seminar a fact which may have implications for enrollment in the future.

(8) Naomi posed several questions that Curriculum Committee was contemplating: (a) should we try to look for other "block-buster" courses like the Genome or Encore Presentations? (b) should there be greater variety of courses, e.g. video courses or 'simpler' courses? and (c) should there be some more recognition for long term
long

moderators?

6. Eleanor Reid reported for the Summer and Winter Programs Committee that there had been one minor complaint about one of the summer programs (stood too long!) and one disappointment in the Tanglewood soloists ignorin^g the audience, but that the Summer programs had been very well received. Eleanor reported that although Suzanne Lehman is making tremendous progress that she will not be able to continue as chair and that Eleanor, too, will not continue without her, plus they wanted to stop when they were ahead! She reported that they may have made as much as \$1400 on the Summer programs.

There was considerable praise for Eleanor's and Suzanne's work this summer.

7. Hy Edelstein reported for the Computer Group. He said that they are working on two programs: (1) another computer workshop at Smith which they will try to do during the Smith 'intersession' and (2) once or twice during the term they will have a 'gathering' of computer users, experienced and novice, for discussion and problem solving.

8. Arthur Quinton, new Chair of Conversations over Coffee, reported that their next two sessions are set: October 18th, "Sharing Favorite Poems" at Applewood and November 15th, Making Transitions: Establishing a New Home" at Lathrop Easthampton.

9. Ted Belsky reported that he had just spoken to Florence Barondes who had been arranging, a foreign trip - probably to Turkey - for next spring. She suggested that we delay to the 2002-03 year. An informal vote of 12 - I agreed that it should be postponed. It was noted that Elderhostel had reduced the required number that we would have to provide to 14.

10. Linda Stairmand reported that the next Newsletter will be mailed Monday, Sept. 17th and the following target date is November 1. She made a plea for Committee Chairs and anyone involved in programs to do articles for the Newsletter.

Minutes of the 2000-2001 ANNUAL MEETING held on May 9, 2001

Held at The Red Barn, Hampshire College, Amherst, MA.
College

This year's Annual Meeting, was called to order by the President, Ted Belsky, at 5:20 pm after brief socializing of the members at the Red Barn. Over 160 members and guests were in attendance.

2. Ted acknowledged the recent deaths of long time valued members Irene Sufrin and Jean Sudran. He recognized many members who make our organization a success for their work this year on committees and in leadership positions. He especially thanked the following Committee Chairs who have or will be stepping down:

Lise Armstrong - Curriculum Committee
Harley Unger - Treasurer and Finance Committee
David Moriarty - Membership Committee
Allan & Kathy Johnson - Meetings Committee
Meeting
Martin - Winter Programs Committee
Eve Posada - Conversations Over Coffee.

He also **acknowledged** three elected Council Members whose terms expire this year:

Guild, Jono Hanke and Amy Johnson.

Finally he thanked Karen Tatro, our office coordinator for her consistent, loyal and hard work.

3. Nylda Glickman, Chair of the 2001-2002 Nominating Committee, mentioned the other Nominating members of the Committee - Eleanor Shattuck, June Guild, Nicole Dunn and Paul Rothery - and presented the Committee's slate for the new year:

Vice-President/President-elect:	Chuck Gillies
Secretary:	Jim Scott
Treasurer:	Nick Leras.

She noted that Barbara Snoek, current Vice-president had already been elected as President for the 2001- 2002 year, beginning July 1, 2001.

Nylda asked for nominations from the floor. Since none were offered the nominations were declared closed. Nylda reminded members that they will also vote for three members of the Council from a list that has been distributed. Only one ballot envelope will be mailed to each member and replacements cannot be made.

Ted expressed thanks to Nylda and the Committee for their good work.

4. Harley Unger offered the Treasurer's Report (copy attached to the official minutes) and commented that "We (5CLIR) are in good financial shape!" Note was made of the Donors' Fund, especially that contributions are welcome. It was also noted that the Council adopted a "self policed" tuition policy for those who have difficulty meeting the \$150 annual fee.

11. Pat Keating reported for the Membership Committee that there are 33) new members this year with 196 full time members total. Pat reminded us of the long term importance of the Membership Committee, but that they have trouble finding a meeting time now. She stated that she expected the Committee to concentrate on current membership this year. They plan some kind of coffee hour for new members. Norm Winston mentioned how he and Charlotte have tried to help older members who might have otherwise dropped out reach programs and classes.
program

Peg Bedell, reporting for the Publicity Committee, said that information had gone to the Five College calendar for the first Conversations over Coffee. She has talked to the powers-that-be at the Gazette and they feel the Genome project is excellent and should bring us good coverage.

13. Our next meeting is set for October 11.
meeting

14. Meeting adjourned at approximately 3:37 pm.

Res, ectfully submitted



Charles K. Gillies,
Temporary Secretary

Distributed at the meeting were:

1. Agenda
2. Five College Learning in Retirement Committees, 2001-2001 DRAFT Sept 10, 2001.
3. Five ~~Colleges Learning~~ in Retirement Balance Sheet, Statement of Income and Expenses and Proposed Budget.

Also included with these minutes is a copy of the 5CLIR By-Laws, as approved 5-11-00.

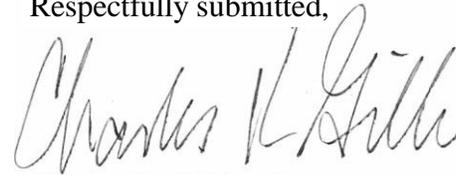
Something missing here! SJW

gift certificate from Hadley Garden Center for his wise leadership this year.

6. David Moriarty offered a humorous tribute to Ted.

7. Ted adjourned the formal part of the meeting at approximately 6:00 pm. Members then enjoyed a luxurious pot-luck dinner, were introduced to the Fall seminar moderators and enjoyed the social time.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charles K. Gillies". The signature is written in black ink and is positioned above the printed name.

Charles K. Gillies, Secretary

Five College LIR Council

Minutes of the meeting of June 14, 2001

Held at Five Colleges, Inc., Amherst

Present for the Council were: Ted Belsky (President), Barbara Snoek (Vice-President), Chuck Gillies (Secretary), Harley Unger (Treasurer), Pat Keating (Past President), Connie Anderson ('03), Ed Buck ('02), Nylda Glickman ('02), June Guild ('01 and Chair, Meetings Committee), Jonathan Hanke ('01), and Norman Winston ('03).

Also present were Lise Armstrong (Chair, Curriculum), Peg Bedell (Chair, Publicity), Eleanor Reid (co-chair, Winter & Summer Programs), Linda Stairmand (Chair, Newsletter) and **by invitation**, David Navon (on the LCD matter).

Missing for the Council: Hy Edelstein ('03), Amy Johnson ('01) and Naomi Yanis ('02). **Others missing:** Suzanne Lehman (co-chair, Winter & Summer Programs), David Moriarty (Chair, Membership), and Jean Stabell (Five Colleges, Inc.)

1. The meeting was called to order by the President, Ted Belsky, at 1:31 pm.
2. The minutes of the previous meeting (May 10, 2001) were approved after a correction (#10, page 4, "new secretary" should be "new treasurer."
3. Ted Belsky, President, shared a few valedictory comments including his feeling that being 5CLIR leader this year was an especially rewarding experience and his pride that many things had been accomplished, including the new web-site, the genome project, the opera series and many others. He especially thanked the Committee Chairs and the Council members for their hard work. On a much less pleasant note he informed the Council that Suzanne Lehman and her husband had been in a serious car accident yesterday.
4. Barbara Snoek, Vice-President and President-elect, said that she will be away from June 20th to July 4th. She would like to hold the July meeting on July 12 and skip the August meeting. Several conflicts were noted with the July date. Barbara will establish the date in conjunction with Karen Tatro.
5. Ted reported that Amy Johnson could not be here today, but that she wanted Council to know of her satisfaction in serving these last three years.
6. Nylda Glickman reported for the Nominating Committee that all officer nominees had been accepted by the membership and that three excellent members had been elected to the Council, class of '04: June Guild, Bob Grose and Doris Leonard. The votes had been counted by Gloria Ayzajian, Esther Crystal and Bob Forsyth. Council expressed its appreciation to Nylda and the Committee for their good work.
7. Lise Armstrong, reporting for the Curriculum Committee, noted that the new chairs, Alexandra Leras and Naomi Yanis had apparently not been invited to today's meeting by some kind of snafu. She noted that she and Karen Tatro had had a good meeting recently with the new chairs and that "they are firmly in charge as of July!" Lise reported on the registration numbers for fall seminars: five are

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Five College LIR Council

Minutes of the meeting of May 10, 2001

Held at Five Colleges, Inc., Amherst
Colleges

Present for the Council were: Ted Belsky (President), Barbara Snoek (Vice-President), Chuck Dillies (Secretary), Harley Unger (Treasurer), Pat Keating (Past President), Ed Unger

Buck ('02), Hy Edelstein ('03), Nylda Glickman ('02), Jonathan Hanke ('01), Amy Johnson ('01) and Norman Winston ('03).

Also present were Lise Armstrong (Chair, Curriculum). David Moriarty (Chair, Membership), and by **invitation**, David Navon (on the LCD matter).

Missing for the Council: Connie Anderson ('03), June Guild ('01 and Chair, Meetings Committee), and Naomi Yams ('02). **Others missing:** Peg Bedell (Chair, Publicity), Suzanne Lehman and Eleanor Reid (co-chairs, Winter & Summer Programs), Linda Stairmand (Chair, Newsletter) and Jean Stabell (Five Colleges, Inc.)

1. The meeting, was called to order by the President, Ted Belsky, at 1:52 pm.
2. The minutes of the previous meeting (April 12, 2001) were approved after corrections (page 2 a three week session on opera by Pe^s Bedell (not David Navon)... and page 4, the correct date was April 27th.). Chuck noted that sometimes errors are noted in the minutes sent to some members electronically and then corrected for the mailed version. The mailed version is taken as the "official" minutes. It was noted that the information offered on page 1, number ³) was incorrect. The correct figure is \$11 per hour or 5330 for increasing the summer office coverage.
3. There was considerable praise for the recent trip to Salem.
4. The Chairs of the Summer and Winter Programs Committee were not present, but everyone praised the very busy, theme based program for this summer. All complemented Eleanor Reid and Suzanne Lehman, *in absentia*, for their work!
5. Lise Armstrong, reporting for the Curricula, i- 7 noted that materials for the Fall semester had been delivered at yesterday's annual meeting. In addition, she raised two issues:
 - (a) Ginny Senders and David Navon are conceded about the 'reliability' of the room assignment at Hampshire College for the Human Genome Course. It was noted that the special circumstances of the course, with perhaps 50 members, made it different from 'usual.' Lise reported that any uncertainty is no different than in other courses. The question is should this matter be left to Karen Tatro in the office or should we make some approach to "higher-ups" in the hopes of getting a "better guarantee?" After considerable discussion it was agreed to leave the matter alone for now, with possible review at our

oversubscribed and have been lotteried (Andiamo in Italia; Watercolors for Beginners; The Enlightenment - the Age of Reason; Homer's Heroes - the Rage of Achilles; and Maiden Voyages: the Lives and Writings of Early Women Travelers), four are closed and full (Reading the Masters - Four Nobel Laureates; The Hohenzollerns; Understanding Slavery; and Women in the Bible) and the remaining nine classes have sufficient enrollment to proceed. Speech Reading (i.e., lip reading) has six enrollees. Opera Prep has 46 signed up and the Human Genome has 74! This is all out of 162 registered members, including 13 new members.

8. Lise proceeded to discuss a couple of issues that need Council input: (1) Can Associate Members take the special Friday programs, Opera Prep and Human Genome? (2) In addition Lise read a letter she had received from Molly Fitzgerald-Hayes, moderator of the Genome class, that raised the issue of how various costs of the class should be handled - e.g., a charge to members or a subsidy from Council? Also Molly raised the possibility that at some cost every member of the class would be able to "chart their DNA." This all inspired considerable discussion including the comment that "the distinction between lecture and study is becoming blurred." There was discussion of the meaning of "Associate Members" and Barbara Snoek read Section IV from the By-Laws:

IV. ASSOCIATE MEMBERSHIP: Past members may become non-voting Associate Members for a reduced annual fee. The Associate member is entitled to: LIR mailings, the Newsletter, non-voting attendance at general meetings, and participation in special events and summer and winter programs, but may not take regular seminars or workshops.

Lise noted that the large numbers signing up for the Genome class suggest an interest in "more passive forms of learning" that the Curriculum Committee and Council might want to respond to in other ways. Finally Pat Keating moved and Ed Buck seconded that

Participation in the Genome seminar will be limited to regular 5CLIR members.

Motion passed unanimously.

Discussion continued on the matter of a charge for the class. Some Council members thought Council could provide a small amount, others that the seminar members should absorb all costs. Barbara Snoek noted that Council had at one time authorized funds for audio-visual materials for a course. Ted suggested and all agreed that this be deferred until our July meeting.

9. Eleanor Reid reported for the Summer & Winter Programs Committee on programs for the summer. There was a round of applause for the elaborate and excellent program. Eleanor noted the shock to her and the Committee of her co-chair, Suzanne Lehman's accident, but that she believed everything will be covered. She reported that every program drew sufficient interest to be going ahead, and reported the numbers for each. Barbara Snoek noted that several programs were free of charge and Eleanor suggested that perhaps half of the programs should always be "freebies." Barbara suggested that the Committee should make a written report for future chairs to refer to and Eleanor agreed.

10. Harley Unger gave the Treasurer's Report. He distributed the FY 2000 to 2001 Expense Statement, dated 6/14/01. He noted that we are "doing well" and that \$480 had been contributed to the Donor's

Fund and \$450 of that spent. The end of the fiscal year is June 30th and our figures must be reconciled with Five Colleges, but it appears that we are within budgeted expenses. Harley said that because of "complaints" he had reviewed the process and timing of creating our budget and was satisfied with the way it has been done. Chuck Gillies said that he observed at our May meeting that although it had been proposed to review our \$150 dues that it was noted that the day before we had committed to this figure in sending out the new registration forms. He felt that some kind of budget should be considered before the dues are set for the following year. While this may not have been necessary in the past since our rates have been stable since the beginning, we did make new financial commitments this year. There was some discussion of whether or not the \$150 figure is set by Council or the membership. After review it was established that no mention of the dues is included in the By-Laws, but that there is a "Policies and Procedures Regarding Membership Dues" undated memo that refers to the \$150. The whole matter was deferred until next time.

11. David Moriarty was not present to give the Membership Committee report, but he had sent a memo which Ted shared with the Council. The memo included his appreciation to the Council, his reflections on his ten' and his Committee's achievements and some thoughts for the future. Pat Keating, the new Chair, who was present noted that even though she has always been opposed to "caps" on the membership that she thought the new Committee would turn to doing something for current members with less emphasis on reaching out for new members. It was noted that we are "bursting the seams" and that there is a special committee examining alternative places for seminars and meetings. Norm Winston, on that committee, said he had talked to (1) Blaise Bisailon, Director of Forbes Library who said we would be able to use the Coolidge Room after their renovations are finished in late September or early October and (2) to Kerry Buckley of Historic Northampton and he agreed that they had a room that would hold probably 10 that we could use. Norm also mentioned that he has spoken to another possibility, but nothing is definite yet.

12. Linda Stairmand reported for the Newsletter that no one had sent any articles so there is no June Newsletter, but that there would be one when materials are received. Jono Hanke suggested that maybe some of the issues we discuss in Council should be aired in the Newsletter.

13. Peg Bedell reported for the Publicity Committee that the Gazette had "skimmed us" in their coverage of our new course offerings. She asked whether Council thought she should try again given that there are so many seminars full. Peg was encouraged to get some further mention of our fall program, but details were left to her discretion.

14. June Guild reported for the Meetings Committee that she was sorry she had missed the May Council meeting. She noted that the renters would not set up the tables. There was brief discussion again of alternative sites and the related insurance problem. Barbara Snoek noted that December 8th is the date for the holiday potluck.

15. David Navon reported that he, Harley and John Armstrong have welcomed and christened the new LCD projector. He will be writing up material on how to use it and the committee has a meeting scheduled for June 21st at 1:30 (probably room 207, Amherst College). There are still serious issues, including how to supervise safe usage and where to store it. There were questions about ways to use "home created CD's" with it - is a laptop computer necessary?

The Council is especially appreciative of the hard and dedicated work and creative and superior leadership that Lise Armstrong brought these last two Armstrong brought to the Curriculum Committee. Considering that this is one of the most important and difficult jobs in 5CLIR, "notice must be taken!"

Approved unanimously.

(c) Ted suggested that we go to dessert immediately, before the moderators introductions as "we sort of lost control!"

(d) Chuck noted the difficulty of setting up the tables. Pat Keating^s said that the renters are supposed to do this. This will be investigated.

8. David Moriarty reported for the Membership Committee that there seems to be a lot of interest, but he has no new figures. He did attend the meeting

meeting at the Northampton Council on Aging^s and reported^{on} our program. He also referred to a University of Illinois LIR mentoring program for college students - something that we have talked about. {the note is appended at the end of these minutes - CKG}

9. Ted reported that he has had discussions with Jean Stabell of Five Colleges and that after a review of their employment compensation and position definitions policies that Karen Tatro is in line for a "significant raise in salary." Amy Johnson moved and Pat Keating seconded that,

Council accepts with great enthusiasm the Five College decision to raise Karen Tatro's compensation.

Approved unanimously.

Chuck Gillies asked if there was a job definition for Karen. Harley said that one had been done many years ago. Chuck suggested that this might be an appropriate time to ago

the job description and review the matter of office assistance for Karen - either volunteer or paid clerical help.

Ted asked if it was time to consider a change in our dues which have never been raised. This matter was deferred for the Treasurer's report.

10. Harley Unger presented the Treasurer's Report. He reported that "we are keeping financially healthy," running a consistent positive balance in our operating account. Harley raised his concerns about the "self selected scholarship" that we had adopted a year ago with regards to the \$150 tuition. He felt there were no controls and that it is subject to abuse. On another matter questions were raised about the policy of returning \$50 to members who did not take courses the second term. It was moved by Chuck and seconded by Amy Johnson that,

The Treasurer collect the data and report back to Council on (1) the "self selected scholarships" for this year, i.e. how many and how much? and (2)

16. Ted Belsky reported that he had spoken to Florence Barondes about the possible foreign trip next year. It was believed that 27 surveys came in and that Turkey was favored by more than half. It was noted that many people may not have responded because of the lack of details. Florence has decided to offer the Turkey trip and will survey our membership again with the possibility of opening it up to other LIRs through Elderhostel.

17. Ted noted that the Diane Erickson survey is proceeding and that some members may have received material already.

18. Ted mentioned that many 5CLIR folks were at the Memorial for Irene Sufrin.

19. Jono Hanke reported that Hy Edelstein will be running the Computer Group and that Jono and Hy are planning to run further computer sessions at Smith College this summer. They will try to include some sessions on preparing material for the new LCD projector. It was moved and seconded that

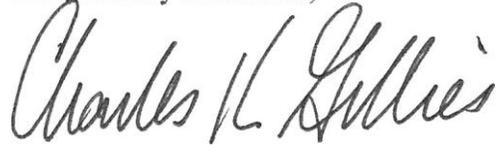
Council approves the Computer Group plan to run additional computer classes during August.

Approved unanimously.

20. There were several acknowledgements of retiring Council members, Jono Hanke and Amy Johnson, and special praise for Ted Belsky's steady and intelligent leadership of 5CLIR as President this year.

21. The meeting was adjourned at about 3:25. A group photograph was taken.

Respectfully submitted,



Charles K. Gillies
Secretary

Distributed at the meeting were:

1. Agenda.
2. 5 COLLEGE INCOME & EXPENSE STATEMENT - FY 2000 TO 2001, dated 06/14/01.
3. Memo to "Our Officers and Council" from David Moriarty, Membership Chair.

When is this?

find out how often the "second semester" return policy has been used.

Approved unanimously.

Chuck asked about the budgeting process for next year. Harley said that this will be
 wil
 by the new secretary)sometime after the fiscal year begins on July 1, 2001.

11. David Navon reported for the LCD ad hoc Committee. The Committee had met and "pretty well" agreed on a particular model to purchase for under 53000. Ted asked about other auxiliary equipment. David responded that VCR's can be purchased "pretty cheaply - less than \$150." He also noted that there is an inexpensive machine (less than \$150) that will play CD's and DVD's for the projector without the need of a computer. Chuck asked about the rest of the authorizin(resolution, i.e.. the commitment to train a model of members, their commitment to n el its available to support its use. David noted that they already had 13 members of the committee and they realized their responsibilities.

12. The meeting was adjourned at 3:36 pm. Respectfully submitted,



Charles K. Gillies.
 Secretary

Distributed at the meeting were:

1. Agenda.
2. 5 COLLEGE LIR INCOME & EXPENSE STATEMENT - FY 2000 TO 2001;
 5110101

Excerpts from memo given to David Moriarty (Mentorin^g at U. of 111. ILR)
 EIN CURRICULUM RESOURCES COLLECTION
 April, 2001

INTERGENERATIONAL COURSE HIGHLIGHT OF THE MONTH

Academy for Seniors as Mentors ---

More than 75 members of the Academy for Seniors ILR at Illinois State University in Normal, IL are mentoring 83 honor students this year, an all-time high for this program. ILR members make connections with the Students at least once a month, taking them out for coffee and calling them or e-mailing them when traveling. The Academy for Seniors program sponsors three social events during the year, a Sandwich Supper in the fall to get

acquainted, a Pizza Party after the start of the spring semester and finally, the highlight of the year, a Presidential Luncheon in December where the University President addresses the group. The program has grown steadily and many mentors and mentees continue their relationship long after the students have graduated. If you would like information on how this program operates please contact Anita Reville Director, Academy for Seniors, Illinois State University at 309.438.2818 or by email at arrevel@ilstud.edu

ORAL HISTORY AND PERFORMANCE -An Intergenerational Opportunity. Last week my husband and I attended a wonderfully poignant musical entitled "I I I Be Seeing You, at Regis College in Weston, MA. The reason I mention it here is that a program similar to this would make an excellent intergenerational collaboration between an ILR and its host institution. The Oral History and Performance course at Regis College focuses on the process of creating a documentary theatre script; combining oral histories with research on a specified historical event and theatrical period. Students explore methods and gain practical experience in documenting personal stories and translating those stories into a performance piece. The course topic was women's experiences during World War II and the target genre was Musical Theatre. The course is unique in its goals, content and format. It is particularly notable in the arena of women's history; the subject matter of the Students' interview projects. Students are asked to consider how ordinary women shaped -and were in turn shaped by -historical events. Through this process, students become historians and storytellers, actively engaged in preserving and transmitting the history of ordinary women's lives. This intergenerational project produced a heartwarming evening that touched everyone in the very intergenerational audience.

Five College LIR Council

Minutes of the meeting of July 12, 2001 (Corrected)

Held at Five Colleges, Inc., Amherst

Present for the Council were: Barbara Snoek (President), Chuck Gillies (Vice President and Temporary Secretary), Nick Leras (Treasurer), Ted Belsky (Past President), Connie Anderson ('03), Ed Buck ('02), Hy Edelstein ('03), Bob Grose ('04) and Naomi Yanis (Co-Chair, Curriculum and '02).

Also present were Peg Bedell (Chair, Publicity), Alexandra Leras (Co-Chair, Curriculum), Eleanor Reid (co-chair, Winter & Summer Programs) and **guest**, Laura Belsky.

Missing for the Council: Jim Scott (Secretary), Nylda Glickman ('02), June Guild ('01 and Chair, Meetings Committee), Doris Leonard ('04) and Norman Winston ('03). **Others missing:** Pat Keating (Chair, Membership) Suzanne Lehman (Co-Chair, Winter & Summer Programs), Jean Stabell (Five Colleges, Inc.) and Linda Stairmand (Chair, Newsletter)

1. The meeting was called to order by the President, Barbara Snoek, at 10:00 am.
2. The minutes of the previous meeting (June 14, 2001) were approved after clarification of the motion on page 2, paragraph 8, "Participation in the Genome seminar will be limited to regular 5CLIR members." It was agreed that the motion was intended to implement the By-Law mentioned that says, "Associate Members ... may not take regular seminars and workshops."
3. Barbara Snoek delivered her first "President's Remarks:" (1) a welcome to all newcomers to Council and to self-appointed "retreads." (2) She noted the sad passing of Richard Hooke. She also reported that Suzanne Lehman was progressing and that we should send our "caring thoughts" from a distance until family indicates that visits would be welcome, but that John could benefit from our contacts. Barbara also distributed a draft calendar of 5CLIR meetings and events for the 2001-2001 year.
4. Barbara noted from earlier "unfinished business:"
 - (a) In May the Treasurer was instructed to review the effects of the self-selected reduced membership fee as well as the \$50.00 second semester refund. Harley is collecting this information but will not have it until the September meeting.
 - (b) The 5CLIR office was flooded by an accident this week. The computer and files are O.K., but the rugs are soaked. Barbara assured Karen Tatro that if they are not

dried and free of mold, we will request their replacement.

(c) The Genome class has two issues "hanging:" (i) Ginny Senders is still concerned about the definiteness of the location. Council reaffirmed that nothing could or should be done until September and that if a problem appears then that the President should "swing into action!" (ii) The questions of the costs of duplicating materials and the proposed DNA testing had been postponed. It was moved (by Naomi Yanis) and seconded (by Ed Buck) that

The costs coincident with the Genome workshop should be borne by workshop participants. Assistance with these costs should be automatically available for 50% of those costs from the Donors' Fund upon request and, if needed, additional assistance can be made available from the Donors' Fund by the same mechanism that is used for dues (i.e., application to the Treasurer).

Approved unanimously.

Barbara noted that there is some confusion with the memo, "Policies and Procedures Regarding Membership Dues" which may need to be up-dated.

9. Ted Belsky had no comments as Past President, except to welcome the new President!

10. Alexandra Leras reported for the Curriculum Committee that 180 members were now registered for fall seminars. She noted the obvious problem created by Richard Hooke's death and asked her Co-Chair, Naomi Yanis, to speak on the matter. Naomi reported that she had spoken to Richard's widow, Ruth, who encouraged the Committee to go ahead with the class if another moderator could be found. Naomi reported that they might have a possible substitute.

11. Eleanor Reid reported for the Summer & Winter Programs Committee that three programs had already been successfully held: the Miniature Theater Review, the nature photography session at the Hitchcock Center and Richard Garvey's Keynote talk on the Connecticut River. She noted that other than June Guild's trip to the Upper Connecticut River all programs are oversubscribed. Eleanor feels they are sure of being within the budget and mentioned that they offered a \$100 honorarium to speakers. Linda Stain-nand had asked Eleanor to arrange for someone to write up each session for the Newsletter. All agreed that the program this summer is "wonderful!"

12. Nick Leras, Treasurer, gave his first Finance Committee report. He thanked Harley Unger and Charlotte Winston for their help in his transition, noting that Harley's year end report will be hard to live up to for a CPA! He will be reviewing (a) our compliance with

accounting policies and (b) reviewing that our tax status is correctly handled. Barbara Snoek noted that the Vice-President is considered a member of the Finance Committee according to the By-Laws and should be invited to any meetings.

9. Linda Stairmand had sent word that the next Newsletter will be August 1 with deadline July 25. She has asked Committee Chairs to write out their plans for the new year and submit them to the Newsletter.

10. Peg Bedell reported for the Publicity Committee that she has been sending releases to the Hampshire Life about the free summer programs, but that they have not been generous in their coverage. She noted that for material to get in the Five College calendar it must be submitted by the first of the month of the month before the function (e.g. for an October event material must be in by September 1st). Bob Grose noted that the Genome Project workshop should be a good topic for special publicity.

11. Barbara Snoek read a letter from Amy Johnson which included matters of interest to the Meetings Committee and she will pass it on to June Guild. Amy's letter raised concerns about the format of the Red Barn meetings when the new seminars are introduced. There was considerable discussion of the matter, including a suggestion that we do two meetings - one social, one for moderators' introductions. Others thought the current format was 'fine', but some thought we should return to the old format of asking moderators to speak. It was agreed that the matter should be referred to the Meetings Committee again for their recommendation.

On another matter Chuck Gillies asked if the Curriculum Committee was satisfied with the numbers of courses and sign-ups for the fall. Naomi noted that half are filled and half are open which seemed normal. There followed a general discussion on this and related matters. Concern was expressed over the bridge reconstruction and its effects on 5CLIR. Several members suggested that we look at offering some old seminars again. Eleanor Reid noted how the "same" seminar, Reading the Masters, has "evolved" over the years. Connie Anderson noted that diversity among the seminars is better than it used to be.

12. Hy Edelstein reported for the Projector Group that Jono Hanke would be running a workshop on the new projector on July 19th at Seelye Hall, room 411, at 9:30 am. This is open to all Mac or PC users.

13. Hy reported that the Computer Group classes are going very well. Although there is a reduced membership from last time there seems to be greater enthusiasm! He reported that the Group is thinking of occasional meetings over the year with some structure and a brief presentation on a topic that is designed to help allay anxiety and

systems." He noted that the web-site run by John Armstrong is an important part of our computer offerings. Barbara Snoek noted that the Computer Group comes under the "Special Programs" which is overseen by the Vice-President.

14. Under "Other Business" Ted Belsky mentioned that several people from South Hadley wanted to attend his Summer Program lecture on "The Canal Era in Western Massachusetts" and he wondered if this was O.K. All agreed that the public and especially this group would be welcome.

15. Barbara asked if there was any need for an August meeting. Everyone agreed, "no."

16. The meeting was adjourned at 11:23 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charles K. Gillies".

Charles K.
Gillies,
Temporary
Secretary

Distributed at the meeting were:

1. Agenda.
2. Calendar of 5CLIR Meetings & Events for the year 2001-2002.

3.

4. Vice President Chuck Gillies distributed copies of the LIR bylaws. Chuck also distributed copies of the 5CLIR COMMITTEES 2001 – 2002 (dated 10 / 11 / 2001) . After review, the Council adopted the Committee List as current without objection.

Chuck announced that Conversation over Coffee will meet October 18 at Applewood. Participants may park there at the Applewood parking lot as long as there is space. Others may consider parking at Atkins, and look for somebody to shuttle them from there. As always, participants are urged to ride together.

- S. Treasurer Nick Leras discussed the issue of insurance coverage for meetings of LIR events not located on Five College properties. LIR is a Five College Inc. activity, and as such, is covered under that umbrella liability insurance. For those events occurring at other locations, it is necessary to submit information about the kind of event, location, date and time, and number of participants to Five Colleges, Inc. well ahead of time. Ted Belsky and Nick Leras will pursue the details of this process and report to the November meeting of the Council.

6. June Guild, General Meetings Chair, reported on the Sept 25th General Meeting. She praised the work of her committee and accepted thanks from Council. She said that Taylor Rental had set up the tables this time and that there was crowding at the buffet. She and her committee will develop better and detailed job descriptions for all aspects of such meetings.

June also reported on plans for the December General Meeting which will occur at St. John Cantius Church, Hawley St., Northampton on December 8th or 15th. The Meetings Committee will make the final decision and report back to Council at the November meeting. [Late News: St. John Cantius is now reserved for December 8th.]

7. Alex Leras, Curriculum Co-Chair, announced that there will be a reception for all of this semester's moderators on November 1st at the Smith College Field House from 3 to 4 p.m.

Naomi Yanis, Curriculum Co-Chair, requested that the Curriculum Committee be expected to deal only with issues related to the development of fall and spring seminars and the production of the catalog describing these seminars. All other matters should be referred to the Council or other appropriate committees.

Naomi reported that the Curriculum Committee requests the Council to establish a "Transportation Committee" to deal with issues of parking, car pooling to events and seminars, possible use of PVTA.

Jim Scott will gather information on the scheduled and routes of PVTA buses among the 5 College campuses. These points will be reported to the

November Council meeting. He was encouraged to research where people might leave their cars along the routes of the buses, to avoid parking on the several campuses.

Alex Leras reported that Ella Manville requested holding a seminar at the Lathrop Community in Easthampton. After discussion the consensus of the Council was not to support such a request.

Both Alex Leras and Naomi Yanis stated a strong request to all Council members to create more seminars for the spring semester 2002. Currently, there are not enough seminars to service the LIR membership and have the seminar size remain under 15.

David Navon announced the showing on Oct. 18th on Amherst Community Television (ACTV), Ch 10 in Amherst of the Introductory Lecture of the Human Genome by Molly Fitzgerald-Hayes. Check local paper for time of showing. Those who attended the lecture in August praised it highly.

8. Nick Leras, Treasurer, reported that there is not enough hard evidence available on the financial effects of the self-selected reduced membership fees. He will have the necessary data at the November Council meeting.

Nick asked if anyone on Council knew if Five College, Inc. charged LIR for services in any way. It was reported that Karen Tatro was not aware of any. Previous officers agree with Karen,

Nick distributed and explained the 3-month Balance Sheet (through Sept 30). The item under Current Liabilities of "Due to 5 Colleges, Inc" (52,830.66) is repayment of a loan to cover a cash deficit during the summer.

Nick then distributed and explained the Statement of Income and Expenses. The income does not include the interest for September. The net income is less than last year by \$ 1,240.03, in spite of an increase of total income by 53,136.95 over last year. The summer programs were 5% over budget.

There is no current budget for this year. The budget will be presented at the November Council meeting.

9. Pat Keating, Membership Chair, announced that the Membership Committee will meet on the 4th Thursday of each month (except November) at 1:30 p.m. in the Field House of Smith College. Pat wishes to organize an event to honor the 39 new members. Council suggested that the Committee coordinate a reception with their November meeting on Thursday, November 29th. New members and Council members would be invited.
10. Doris Leonard, Winter & Summer Programs Chair, announced the Winter Program events:

Five College LIR Council

Minutes of the meeting November 8, 2001

Held at Five Colleges, Inc., Amherst

Present at the Council were: Barbara Snoek (President), Chuck Gilles (Vice President), Nick Leras (Treasurer), Jim Scott (Secretary), Ted Belsky (Past President), Karen Tatro (Administrator), Peg Bedell (Publicity Chair) Ed Buck '02, Hy Edelstein '03, Nylda Glickman '02 Bob Grose '04, June Guild ('04 &, Meetings Chair), Pat Keating (Membership Chair), Doris Leonard ('04 &, Winter and Summer Programs Chair), Alex Leras (Curriculum Co-Chair), Norman Winston '03, Naomi Yanis (Curriculum Co-Chair).

Not Present: Connie Anderson '03, , Dorothy Gorra (Special Events Chair), David Navon (Projector Services Co-Chair), Arthur Quinton (Conversations over Coffee Chair), Linda Stairmand (Newsletter Chair), John Armstrong (Website Chair), Jean Stabell (5 Colleges, Inc.).

1. The meeting was called to order by President, Barbara Snoek at 1:32 p.m.

2. From the President:

Barbara announced that Suzanne Lehman was recuperating at home. Cards and calls are welcome. Check with Karen Tatro for other needs and forms of assistance.

3. Minutes of the Council Meeting of October 11, 2001.

Corrections:

P. 3: #8, Paragraph 4, Last line: delete "over budget"; add "for last fiscal year's expenses, but paid from the current budget."

P. 4: #10, fourth line: delete "Presentation of African Culture"; add "Female Nude in European Painting"

Approved as corrected.

4. Previous Business

a. Treasurer's Report by Nick Leras, Treasurer:

- i. Increase in Karen's hours (20 to 27 hrs/wk). Office still only open From 9 to 1 p.m., but she will work there to do necessary work. The budget impact is not yet clear; probably an increase of about 20%.

- ii. Financial effects of self-selected reduced membership fees. Last year \$450 was transferred to cover this item, while this year, only \$375 was needed. Due to the ambiguity in the policy concerning the maximum percentage reduction, Nick will review this with Barbara and/or Chuck Gillies and report back next month.
- iii. Nick reported that LIR funds that are on deposit at 5 College, Inc. do earn interest, which is credited to the LIR account.
- iv. Nick led the discussion of the **Current Budget** (July 1, 2001 - June 30, 2002). Under Income the \$300 allocated to Conversations over Coffee was transferred to Miscellaneous income. Nick advised the Special Programs chairs to be careful about expenses. Doris Leonard questioned if the budgeted expenses for the Winter Programs were adequate. It was explained that because the Memorial Program will coincide with the Jan. 9th program, funds from the Memorial Fund will be used to help cover expenses. Nick suggested a clarification of the purpose of the various "reserve funds",

MOTION: To accept the Budget for the year ending June 30, 2002, as presented and amended.

The motion passed unanimously.

Nick then commented upon the Statement of Income and Expenses, and he noted that whereas the Human Genome has generated \$1,960 of income, the bills for duplication of materials and other expenses have not yet been presented. Nick then presented a sample of a PROGRAM/EVENTS REPORT form. There was general agreement of the Council that such a form would be helpful in the monitoring of expenses associated with offering such monitoring programs/ events. Any comments or suggestion about this form should be directed to Nick or other members of the Finance Committee. Finally, discussion turned to payment of EIN DUES for the current year. EIN is Elderhostel Institute Network, and dues are paid to Elderhostel for their newsletter and availability as a resource for LIR. EIN was very helpful in the initial years of 5-CLIR. The dues are \$2.00 per member (\$408 total), Chuck requested a review of our participation in EIN. Bob Grose and Pat Keating will investigate and report back to a future meeting.

b. Other Unfinished Business:

- 1. Jim Scott will bring a report to the next meeting of the PVTA 5-College **bus transportation** among the various campuses and also suggested places to park along the bus routes.
- ii. Ted Belsky and Nick Leras reported on the **Insurance Coverage** of 5-CLIR participants in various types of programs. Coverage does extend to events on campuses, at other locations both in and out

previous fiscal year where the bills arrive in the current fiscal year. To this regard the Finance Committee agreed to the **policy** that at the end of one fiscal year that 5500 be left in the Reserve Fund at the beginning of the new fiscal year to cover any net shortfalls from the previous year.

Ted Belsky presented the cost over-run in the printing of materials for the Human Genome Program of 5717.50 more than the \$35 per participant subscription fee. The explanation was that fewer people actually attended the program than had expressed initial interest.

Motion: Use \$717.50 from the Special Events Reserve Fund to cover the excess printing costs in the Human Genome Program.

Voted unanimously.

Chuck Gillies recommended that in the future there be a single special event coordinator for such programs to monitor decisions and expenses in order to avoid such cost over-runs.

Recognition of Leaders of Human Genome Seminar:

Barbara Snoek asked the Council to make special recognition of the 3 leaders of the Human Genome Seminar in the form of cards, photos and cash gifts for Molly Fitzgerald-Hayes, Frieda Reichsman, and Lisa Morey, out of appreciation of LIR participants for the superb experience that the MyDNA Team has made.

Motion: That \$200 be taken from the Special Events Resrve Fund for cash gifts to Molly Fitzgerald-Hayes (\$100), Frieda Reischman (\$50) and Lisa Morey (\$50).

Voted Unanimously.

Karen Tatro read the letter from Barbara Snoek on behalf of LIR to the UMASS Department of Molecular Biology expressing thanks and appreciation for the cooperation and support of this program.

Bob Grose suggested a copy be sent to the Five College Coordiantor. That action was supported by Council.

Discussion of the nature and scope of the Special Events Reserve Fund in the past and the present followed. Ambiguities expressed in these also seemed to extend to other standing committees in terms of budget funding status. The Finance Committee will review these points and report back to Council at a future meeting.

c. Balance Sheet and Statement of Income and Expenses:

Nick Leras explained various points on the Balance Sheet (dated 11/30/01). The Fidelity Savings asset (\$50,131.32) will remain the same until June 2002, when a transfer will be made to Five Colleges Inc. to cover annual expenses. A \$200 donation was received for the Donor's Fund, and a \$500 donation was received for the support of the Great Decisions Program Fund. The changes were incorporated into the Statement of Income and Expenses (dated 11/30/01).

The Finance Committee estimates that after these transfers are made, the balance in the Special Events Reserve Fund will be 51,200. The recommendation is to keep this balance to cover any further unanticipated unbudgeted expenses.

Barbara Snoek expressed the Council's appreciation for all of the hard work done by the Treasurer and members of the Finance Committee in these many and complicated matters.

6. **Parking Places Along 5 College Bus Routes: Jim Scott** will report to the January meeting the location of public (hopefully free) parking places along the bus routes connecting the different campuses of the 5 colleges, so that members can possibly use the buses instead of private cars.
7. **Distribution of Minutes and Announcements of Council Meetings:** In the future, starting with these minutes, the Council Meeting Minutes and Announcements of future meetings, etc. will be distributed electronically (by email) to all Council Members who have email addresses. All those who do not have an email address or who wish not to have these documents delivered electronically, will receive their documents by regular mail.

After the Secretary (Jim) has transcribed the Minutes, and they have been reviewed by both the President (Barbara) and the Administrator (Karen) for corrections, the Minutes will be sent electronically to the Council Members. After the Minutes have been approved by the Council at the following meeting, the Minutes will be forwarded to the 5-CLIR webmaster (John Armstrong) to be posted on the 5-CLIR website.

IL Current Business

1. Curriculum Committee Report:

Changes in Dates for Registration: Naomi Yanis announced the following changes in the dates for the registration sequence for the Spring and Fall Semester 2002 Registration:

- Dec. 21, 2001: Registration Closes for lotteried seminars
- Jan. 4, 2002: Lottery for over-subscribed seminars
- Jan. 14, 2002: Mailing of Confirmation of seminar spots
- Apr. 1, 2002: Deadline for Fall Seminar Proposals
- May 8, 2002: Spring Membership Meeting (No Catalogs)
- Jun. 6, 2002: Introductory Meeting for Fall Semester
Catalogs distributed: registration begins > Jun. 28,
2002: Registration closes for lotteried seminars
- Jul. 2, 2002: Lottery for over-subscribed Fall seminars
- Jul. 12, 2002: Mailing of Confirmation of seminar spots

Naomi explained that the reason for this change in registration sequence was to allow greater time between the lottery (1 / 4 / 02) and the start of seminars (2/4/02). On the other hand, the date for the lottery for the Fall '02 courses shortens the time between seminar selection and the start of the seminar.

Change Start Date of Spring Semester 2003: Naomi proposed to start the seminars in Spring Semester 2003 in the 3rd week in February, instead of the 1st week. Her rationale was to equalize the preparation times between placement in the seminars and the beginning of the classes for both the Fall and Spring semesters. Also, with a later start more members will have returned from midwinter vacations. A short discussion followed.

Motion: Seminars in the Spring Semester 2003 will start in the 3rd week in February and run until the last week in April. This schedule will run for 2 years (until February 2004) as an experiment, and it will be followed annually by an evaluation.

Voted Unanimously

Curriculum Committee Co-Chairs, Naomi Yanis and Alex Leras commented that the Curriculum Committee is now studying more than 30 seminar proposals for the Fall of 2002. Some are concepts only and need Moderators. They encouraged the Council and others to start thinking about possible seminars for Spring 2003.

2. **Letter from George Snook:** In a letter to the Council from George, Snook asked whether financial support for the publication and distribution of book which results from a Seminar to be offered Spring semester 2002 (Notable Persons of Western Massachusetts). This seminar is modeled on a seminar (Spring 2001) on Notable Persons of Hampshire County of Massachusetts. The research in this seminar produced a book which was printed and distributed to schools and libraries in these counties. The cost of production and distribution exceeded the income for this project. The Council support the concept of the publication of the book containing the products of the Spring 2002 Seminar. In order to underwrite the production /distribution /distribution costs of this book, the Council asks that George submit an estimate of the probable income and expenses/ . costs of the production and distribution of such a book to area schools and libraries.

3. Issues related to the **Human Genome** project were considered under Previous Business, above.

4. **Memorial Program:**
(Jan. 9, 2002 @ 10 a.m. in Stirn Auditorium, Amherst College)
Barbara Snoek asked the Council if there were any additional names to the list of members who have died since January 2001: Richard Hooke, Jean Sudrann, Irene Sufrin, and Barbara Wenner. None were suggested. Chuck Gillies will be in charge of this program.

5. **Computer Circle: Hy Edelstein,** coordinator, commented that the first meeting of the Computer Circle was productive. Over 20 LIR members have joined the email circle of contacts to mutually help each other with computer questions. This goal is already being achieved. There will 2 or 3 group meetings per semester to further this dialogue.
Hy reminded the Council Members of the Computer Workshop for Beginners to be held at Smith College during the January Session.

6. **Nominations to Council: Barbara Snoek** mentioned that questions have been expressed concerning the process of nominating LIR members for the election to Council. Some LIR members have been nominated several times and never elected to Council, which has caused frustration and discouragement. Possible alternatives to the nominating process will be brought back to Council in the future.

7. Other Business:

New Curriculum Committee Initiatives: Naomi Yanis reported that the Curriculum Committee is investigating new recurring seminars, such as: Best Short Stories of the Year; Drama and Play Readings; Scientific Forum Lecture Series by scientist from the 5 College faculties.

Great Decisions 2002: Chuck Gillies announced the following:

1. LIR has received a \$500 anonymous gift to support the Great Decisions program this year.
2. Meetings will be each Friday until noon from the Ides of March (3/ 15) to Patriots Day (4/ 19).
3. Meetings will take place at the Union Station Restaurant in Northampton.
4. The charge for the program will be \$34 for the series of 6 meetings or \$9 for a single session for advanced purchase (\$ 10 at the door), with a \$10 charge for the lunch (tentative).
5. The Program will be:

3/15:	Terrorism	Speaker ?
3/22:	Aids in Africa	Speaker ?
3/29:	India	Srirupa Roy (UMASS)
4/5:	Middle East	Mazen Qumsujeh (Yale)
	David Mednicoff (?) (UMASS)	4/12: Energy & Environment Bill Sweet
		Michael Klare (Hampshire)
4/19:	Russia Reexamined	William Taubman (Amherst)

EIN Liaison issue was not discussed because of time constrains,

Meeting Adjourned at 3:27 p.m.

Respectfully submitted by

James E. Scott
Secretary
December 16, 2001

Distributed at the meeting were:

Agenda
Balance Sheet as of November 30, 2001
Statement of Income and Expenses for 5 months ended November 30, 2001
5-CLIR Annual Report 1994-1995
5-CLIR Planning for the Future -- A Long Range Report