

December 9, 1992. Meeting of the Council of Learning in Retirement.
Present: Barbara Southworth, Lucy Greenberg, Morse, Unger, Dunn, Keppler,
Beal, Quint, Wisneski, Lieson, Senders, Gibson, Lawton.

The Secretary's report was read and approved.

Barbara Southworth noted that we were sitting on the new chairs which are available for Council and seminar meetings.

Barbara gave thanks to Harley Unger for his work in developing a data base for LIR.

Anne Keppler reported a balance of \$11,647.00. She noted that there is a line item in the budget for clerical help and said that there is a suggestion that we hire a work study student.

Most of the meeting was spent in a discussion of the job of the Program Coordinator. Lucy Greenberg spoke about the job from the point of view of four months' experience and stated that the clerical component far outweighs the professional. She has found that the clerical work pretty much absorbs 20 hours per week. She emphasized that it is important for the Council to decide what its priorities are and what it wishes the job to encompass. As far as she is concerned, as the job works out, it is not a position in which she would like to continue. After Lucy had spoken and answered questions, she left and the discussion continued.

Barbara Southworth emphasized that the Presidents of the Five Colleges in giving support to the organization are anxious that the quality of the program remain high. In this connection, it is important that the Council be very clear as to what kind of support we expect from the Coordinator. She pointed out that Eleanor Reid devoted a great deal more time to the work than 20 hours per week.

After considerable discussion concerning hours of work, use of volunteers, possible division of office work, etc, several members of the Council expressed the opinion that what we need is an Office Manager and not someone to spend time with the functioning of seminars, work of the committees, etc. By and large, the Council felt that we have people with skills for this kind of work within the membership. Lucy McAfee stressed the need for coordination of this talent: someone to follow through. When support is needed there should be someone who sees that it happens.

Harley Unger suggested that a realistic job description be written which will consider office support of major committees, general clerical work, supervision of paid and volunteer help in the office. This job description should be brought to the Council as soon as possible. A motion was made and seconded to this effect and a committee was appointed to carry out the job. Committee members will be Harley Unger, Ellie Quint, and Bill Gibson.

A second motion was made and seconded to go ahead and hire a work study student to help in the office during the second semester.

Bill Lieson introduced the subject of the position of President as he sees it, including the authority to appoint committees. He urged the Council to make a discussion of governance part of the conference on

long term planning and to consider whether further work needs to be done on the By-Laws.

Plans for the December 14th Sociability and Seminars event were discussed. Ginny Senders described the format for the meeting with moderators, and arrangement for food and drink were finalized.

It was announced that the pot luck lunch at the Red Barn will be scheduled in February. Spring semester seminars will begin on Feb. 15.

Ginny Senders said that the Curriculum Committee has had difficulty in setting up meeting places in Amherst. The Faculty Club at U Mass would be available for \$35.00 with space for three seminars. A motion was made and seconded to approve the expenditure of \$35.00 for this purpose.

Barbara Southworth announced that Richard Feinstein, a graduate student at the Smtih School for Social Work, is working on a dissertation on the Emotional Development of Retirees. In this connection, he would like to interview members of LIR. Barbara asked the Council to approve his recruiting volunteers through the newsletter. The Council approved.

Ellen Goodwin, Secretary.