

May 15, 1992

Recd

Five College Learning in Retirement Program
Council meeting May 14, 1992, 1.30 p.m. in the Field
House, Smith College

With Barbara Southworth, the president, presiding, and the following persons present: Dunn, Lehman (chair publicity), Beal, McAfee, Reid, *Leating*, Rapoport, Stabell, Senders (chair curriculum) Lieson, the following occurred:

had

Southworth: At the May 5 general membership meeting, a member/asked about the scheduling of an ANNUAL MEETING. The president sought the advice of the council concerning the appropriateness of identifying one of the several traditional open membership meetings as an official ANNUAL meeting...the council discussed what might be the purpose of such designation; there seemed to be no purpose at this time for such designation, although it seemed reasonable to assume that at some future time, if 5CLIR developing size and/or complexity suggested reconsideration and usefulness of establishing an annual meeting and defining the purpose and content of such, it would be considered again. Council agreed, with no formal vote, at end of discussion, to defer further thought on this matter.

Secretary's report; accepted. However, Beal suggested that these minutes be commented upon for the historic record, concerning item in minutes ~~minimum~~ of April 10, concerning line 30 of 4/10/92 minutes ("The election of officers will occur at this time."... that is, the May 5, 1992 general meeting.) The comment for the record: subsequent to ~~May~~ April 10, in order to fulfill the recommendation of the Nominating/Elections committee that we have a secret written ballot, the actual election was performed by mail, each member receiving a printed ballot and a specially prepared return envelope for this purpose.

Dunn: requested that LIR observe, in all written communication to members and in publications, that references to chairs of committees be designated as "chairs" rather than "chairmen." There was general agreement on this issue, and some demonstration that this language is already generally in use in our organization.

McAfee: concerning committee on volunteer activity: circulated documents concerning an event sponsored by Bangs community center on September 29, and recommended that LIR participate in this event as LIR had done last year, in general making known to the community, the function of LIR. Other information concerning service to Channel 57 and to Fine Arts Center will be reported upon in the near future, as well as the status of recruitment of LIR members to serve on the newly established committee on Volunteer activities.

General discussion ensued concerning assignment of Council members to volunteer on a schedule to cover the LIR office during June 1992; the specific resolution of this will be on the agenda for the council meeting of June 9. The June 9 council meeting is set for 9.30 a.m. in the field house.

Sanders, chair of curriculum: reaffirmed that the starting date for seminars is the first whole week of October; also that moderators may indeed adjust meeting times in consideration of some religious and civil holidays, as has been the past practise. However, the president reiterated that moderators should be instructed that any changes in dates which were planned might involve communication with the host campuses, and that such communication and reservations for space MUST be done through the LIR office; it was suggested to the curriculum chair that this procedure should be made clear to all moderators.

Ensued general discussion concerning the desirability of producing a policies/procedures handbook to be available to all members. President emphasized that such a handbook is expected to result from her current pursuit of identifying policies and procedures, which until this time have not been clearly stated; review of policies and procedures is expected to be performed by the president's ad hoc committee which has thus far been engaged in the review of standard forms for membership application, membership renewal, seminar-selection forms, guidelines for seminar selection.

Ensued discussion concerning the concept of "task forces", and the purpose, utility and composition of such ad hoc committees, as well as personal reactions and personal perceptions of the work such committees has performed. Beal concluded the discussion with a clear definition of the prerogative of the president to seek recommendations from such committees.

Lehman (chair publicity) spoke about the possibility of "desk top Printer" in use in her other activities, and wondered if this would be an appropriate equipment for LIR; Rapoport suggested that Lehman research the utility of such acquisition, and offer the council a feasibility recommendation, including cost effectiveness.

Beal: Requested the newsletter chair to provide in ~~future~~ future for the appearance in future issues of the newsletter for a "dates to remember" notation printed at the beginning of newsletters.

Stabell: Said her office had had a call from the editor of the Leisure Section of the Boston Globe, who was interested in doing a story about LIR; Stabell gave him names of LIR officers to call. Stabell also urged this council to think seriously of how to respond to President Prince's interest in providing space for this organization and becoming part of his prospective cultural village development. The council agreed that this issue will receive immediate study so as to enable us to state a position to Mr. Prince within the very near future. Stabell also informed the council of Reid's resignation as executive on June 15, and offered council members copies of her schedule for personnel actions for replacing Reid in accord with standard practise of 5 Colleges Inc.

Ensued long, long discussion about possible changes in job description for a successor ~~employee~~ employee. Absent any documentation of the job description of executive which would have been applicable to 91-92 LIR program, the council will continue to review this personnel issue with 5Colleges. Two items related to qualifications which all persons present agreed are essential are the need for the program coordinator to be computer literate and to be an effective communicator.

Meeting adjourned by president at 3.55 p.m., the council to be re-convened on Thursday May 21st at 9.30 in the field house.

Stabell