

Reminder: Next Council meeting: Jan. 10 @ 1:30 p.m. at 5 Colleges, Inc.

Five College LIR Council
Minutes of the meeting December 13, 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

The meeting was called to order by President, Barbara Snoek at 1:30 p.m.

I. Previous Business:

1. **Review of the Minutes** of November 8 Council Meeting:
Secretary **Scott** noted the following correction (p.2, next to last sentence in item iv): after "\$408 total" add:
"which is in the 2001/2 budget and will be paid."
The next sentence starting with "Chuck..." will be a new paragraph.
Voted unanimously to accept the minutes as amended.
2. **Remarks by the Previous President:** Ted said he would speak later in the meeting.
3. **Evaluation/Appreciation of General Meeting** on December 8
General round of applause and congratulations to **June Guild** and the members of her Meetings Committee for a excellent meeting.
The following comments were made and discussed:
 - a. Separation of the Up-coming Seminar Moderators from the Dinner Seating Area worked very well, especially during the wine & cheese time before the actual meeting began.
 - b. Signs with the names of the seminars and their moderators would help participants locate the ones of their interests.
 - c. More even distribution of the seating at the tables would help the circulation of people in the lines getting their entrees and desserts.
 - d. Purchase by LIR of a ham or turkey would help supplement the quantity of entrees available.
 - e. A meeting at which only dessert and coffee would help

- improve the circulation around the buffet tables.
- f. The abundance of space was a great improvement over the Red Barn, both in the main hall and in the kitchen.
- g. 178 plates were used, so there was approximately 178 people present, of which 20 were guests and new potential members.

Motion: The next General Meeting will be held at St. John Cantius.

Voted unanimously.

- 4. **Long Range Planning Committee Report and the 1994/1995 Annual Report** were distributed to Council Members. Council Members are urged to read/study these documents and forward comments to Bob Grose, Chuck Gillies, or Karen Tatro. This committee will bring back a report and recommendations to the Council Meeting in February.

- 5. **Treasurer's Report by Nick Leras**

Self-selected reduced membership fees. Nick presented the question of voluntary reductions of other than the 50% stated in the existing policy. They ^{Finance Committee} wish to recommend to the Council that this provision be dropped, as it has not been used by members in the last few years. The concept was spiritedly discussed by the Council. Ambiguity was noted in what is the existing policy on fee reductions; the existence of minimum income levels was questioned; the wording on the "Treasurer's Fee Reduction Form" was questioned. Naomi Yanis attempted to summarize the consensus of the Council in a Motion, but decided that she would compose the wording of a motion at home and bring it to the February Council Meeting to be discussed and voted at that time.

- a. **New Expense Report Form** for special events, special programs, etc. Nick reported for the Finance Committee:
 - The new expense form would be used in such occasions as Special Events, Special Programs, Trips, and other events.
 - The form will be redesigned to make recording easier.
- b. **Special Events Reserve Fund:** The Finance Committee recommends that this fund exists for three purposes: a) to fund such events that are not listed in the annual budget; b) to cover cost over-runs in programs such as trips, where it is difficult to accurately predict the costs; and c) to cover shortfalls created by costs that are incurred by events in a

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 \$500 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 \$717.50 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 \$1,200. 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.

II. 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 mid-winter 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 ^{is} 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 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