

**FIVE COLLEGE LEARNING IN RETIREMENT**  
**MINUTES OF THE COUNCIL MEETING**  
**August 11, 2016**

The meeting was called to order at 2:17 p.m.

Council Members Present: Marybeth Bridegam (Vice President), Sheila Klem (Past President), Kathy Campbell (Treasurer), Mike Brooks (Secretary), Joanne Creighton, Jake Greenburg, Ann Hartman, Chris Hurn, Jonathan Jay, Bobbie Reitt, Terry Rosenfeld, Tyll Van Geel

Committee Chairs and Others Present: Pete Reitt, Chuck Gillies, Larry Ambs, Nancy Clune, Ilene Rosenfeld, Tisha Ferguson (Office Manager)

Council Members Absent: Gordon Wyse (President), Jim Averill

Vice President Marybeth Bridegam presided in the absence of President Gordon Wyse. She began by introducing and welcoming four new Council members (Joanne Creighton, Chris Hurn, Jonathan Jay, and Terry Rosenfeld) as well as our new Office Manager, Tisha Ferguson. She then reviewed the duties of Council membership, and stressed the importance of regular attendance.

Minutes of the June 9, 2016, Council meeting were approved as distributed.

**Officers' Reports:**

President: Gordon's report was read. The transition to our new Office Manager, Tisha Ferguson, is proceeding smoothly. The office will be closed August 23 to 31, but phone messages and email will be checked periodically by volunteers.

Larry Ambs (Five College Liaison), Sara Wright (Historian), and Ann Lombard (Ombudsman) have agreed to continue their positions for another year. Gordon asked the Council to ratify the extensions of their terms. Tyll Van Geel moved to ratify; the motion was seconded, and passed unanimously.

Gordon reports that he has appointed a Lottery Task Force to review and streamline the mechanics of the lottery process. Its members are Larry Ambs, Kathy Campbell, Sara Wright, Miriam Whitney, and Neil Novik.

Future Council issues noted by Gordon include arranging for temporary office space due to the upcoming renovation of Nielson Library at Smith, and prioritizing the uses of money raised by the Fund for the Future.

Vice President: No report.

Treasurer: Kathy distributed a preliminary financial report for FY16, and described its structure and major categories. At present it is estimated that FY16 expenses exceeded income by \$4,225.17, owing primarily to unplanned expenses associated with the departure of the former Office Manager in March. The final FY16 report will be prepared after FCI closes its own books for FY16.

Secretary: Mike asked if the Council's members want to retain last year's system for the distribution of minutes--namely, that they are sent to all who attend the meeting, corrections are made, and the corrected minutes are then sent to the Office Manager who distributes them with the agenda prior to the next meeting. The consensus was that this system should be continued.

Past President: Sheila is working on the Fall Preview, which will be held at Mount Holyoke on November 20.

### **Old Business:**

Bobbie Reitt moved to approve the list of committee chairs appointed by Gordon for the present year. The motion was seconded, and passed unanimously.

### **New Business:**

Tyll Van Geel moved approval of the new members of the Curriculum Committee: Joanne Creighton, Miriam Moss, Laura Price, Ellen Peck,

and Helene Lambert. The motion was seconded, and passed unanimously.

Bobbie Reitt moved that Gordon's appointment of John Gaustad as Assistant Treasurer be approved. John has agreed to serve for one year only. The motion was seconded, and passed unanimously.

Procedures for spending endowment funds were discussed. Recommendations will be made by the Finance Committee as appropriate, and must be approved by Council.

### **Committee Reports:**

Curriculum. Tyll reported that two spring semester proposals have already been received. The deadline is early this year--October 5. The automated proposal form is being adjusted to include an overall limit of 400 words (this applies only to text that will be included in the Preview Catalog). The committee is developing a procedure for evaluating the Emeritus experiment. Two new handbooks have been developed and are now available online; one is geared to Moderators, the other to Participants. Jonathan Jay suggested that steps should be taken to ensure that all members know about the new handbooks. Larry Ambs suggested that the Participants Handbook should be distributed by email to all members. Tyll also reported that a subcommittee is examining the possibility of an interactive (i.e., easily accessed) online catalog.

Development: Particularly for the benefit of the Council's new members, Chuck Gillies provided a brief history of LIR's Fund for the Future. A written version is appended to these minutes; see below. Of the \$250,000 target, \$204,855 has been indicated to date, and of this amount \$142,736 has already been received. So far, \$58,312 has been received toward the \$70,000 that will be matched.

Finance: Kathy reported that the Finance Committee has not met since May, but will do so in September.

Great Decisions: Jake Greenburg reported that last year's series was very successful; attendance was high, and a surplus of approximately

\$2,000 was achieved. Several people have left the committee, so four new members are being added. We will again use the Senior Center next year, and at the same cost. The Senior Center is having an open house in October and would welcome an LIR table at the event; our response will be decided later.

Member Services: Nancy Clune reported that LIR's annual picnic will be held at the Gaustads' home on September 21.

Public Relations: No representatives were present. The committee's role was discussed briefly, noting that it should entail more than the production of newspaper articles.

Special Programs: Ilene Rosenfeld reported that the committee will be meeting on September 20. Brief discussion followed regarding the timing of programs and the kinds of programs we should be offering.

Summer-Winter: No representatives were present. Chris Hurn reported that Nancy Denig told him the committee could not continue its past level of programs with only two members, so the committee needs to recruit some additional members. Care should be taken to differentiate its role from--but also cooperate closely with--that of the Special Programs Committee.

Technology: Pete Reitt reported that each LIR Newsletter will include a "Technical Tip." A Laptop Seminar will be presented in September. At the committee's last meeting, seminar difficulties experienced by the hearing impaired were discussed; the committee will meet with an audio expert to explore possible solutions.

### **Other Items:**

Tisha Ferguson, LIR's new Office Manager, reported that she has been meeting with a number of "key people" and has developed a good sense of "where most of the pieces are housed." She will serve as LIR's webmaster. She brings substantial technical experience, and noted that Smith provides software that is quite helpful to us.

A membership report will be provided at our September meeting.

Enrollment changes are still occurring in this fall's seminars and workshops. Jonathan asked if moderators could be notified of the number of people on their waiting lists, and if individuals could be informed of their positions on these waiting lists. The Curriculum Committee will consider these matters.

Smith has assured LIR that an alternative space will be provided during the renovation of the library.

Larry Ambs suggested that every member of Council should receive a copy of the Operations Manual at the beginning of each program year, and that new members should become familiar with it.

The meeting was adjourned at 3:48 p.m.

Respectfully submitted,  
Mike Brooks, Secretary  
August 15, 2016

#### ADDENDUM:

Chuck Gillies: Report and Comments for Council, August 2016

I have usually just given a numbers report to Council, but I thought today, because we have new members and perhaps all would appreciate a review, I would give a brief history of our 5CLIR Campaign for the Future.

Sometime in early 2015 two of us on the Finance Committee proposed to the whole committee that we make a “preliminary and exploratory” effort to see if 5CLIR could raise a substantial (relatively speaking) amount of money to “enhance our long term financial security.” Betsy Loughran, our Treasurer then and the Committee agreed and a number of us were appointed to a new subcommittee. Our first task was to expand the Committee to include a wider representation of LIR and then to discuss and debate what we wanted to do. We discovered that this

was not the first effort to do this. As far back as 2005 Arnold Friedman as President attempted to begin a fund drive. Then in 2010, when Larry Ambs was President, an *ad hoc* Development Committee recommended various forms of fund-raising. The next year Joan Wofford, as President, established a “Financial Possibilities Task Force” which eventually recommended establishing a “quasi-endowment fund.” Its final report said, “... the potential of such a fund will not be realized without a formal and continuing effort at fund raising.” Finally, In 2013 when Jim Harvey was President LIR received its first and only bequest for, I believe, \$10,000. Council established at this point with this bequest and an accumulated surplus (from fees) the 5CLIR Investment Fund. This was supported and approved by Neal Abraham at FCI under strict FCI rules. Council at the time agreed that we would not take the investment income from the Fund until it had grown to \$65,000. The Investment Fund grew to over \$40,000 by 2015, but no efforts had been made to enhance it.

So in June of 2015 with full confidence that this had been the intention of 5CLIR for some time and shortly after celebrating our 25<sup>th</sup> anniversary we encouraged Council to launch the 5CLIR Campaign for the Future. At this point we had tentative commitments from the sub-Committee and a handful of others for over \$100,000 towards our goal of \$250,000. Council agreed and the Campaign was launched in September of 2015.

We had written a Case Statement and a Q & A and created our poster which attempted to outline what the objectives were. They boiled down to four after the overall “enhance the long term financial security of 5CLIR”: (1) guarantee adequate and competent office support staff – able to do all we traditionally asked, plus help with new tasks like more marketing efforts and possible new programs (example: in Fiscal 2016 we funded the new office intern), (2) be sure funds were available to meet rental costs for our growing space needs (NOT to include a building), (3) enable us to explore and sponsor new programs as desired (examples: Civil War Symposium and Ageing Creatively) and (4) make sure our fee structure could be kept low enough to attract many interested retirees.

We had set the goal at \$250,000 based on a guess of what was possible. This would be divided into \$200,000 for the 5CLIR Investment Fund and \$50,000 to support our budget over the three years or so that we thought it would take for the Investment Fund to grow to \$250,000. With this background here are the latest figures, of which I am 99.9% confident:

TOTAL (including “in the bank,” “gift intentions” and our match) - \$204,855

ALREADY “IN THE BANK” - \$142,736

RECEIVED (IN AND INTENDED) THAT MEET THE \$70,000 MATCH - \$58,312.

We hope that this part of our effort can be completed by December 31 of this year. We are preparing letter(s) to all to go out in the early fall. There will be Newsletter reports and reminders. Finally, and separate from this Campaign, we plan to introduce a separate effort, a “Legacy Campaign” in the Spring with a brochure and possible program like the Perls event last April.

Our trusty poster will be on display at the Picnic, though it is beginning to look a bit tired.

Finally, join me in coloring in another \$1000-2999 box on our Campaign poster – something I learned about yesterday!

- Chuck Gillies, Chair, Development Committee (August 11, 2016)