

FIVE COLLEGE LEARNING IN RETIREMENT

MINUTES OF THE COUNCIL MEETING

August 10, 2017

Five College Office, 97 Spring St., Amherst, MA

Council Members Present: Marybeth Bridegam (President), Kathy Campbell (Treasurer), Chuck Aulino (Asst. Treasurer), Mike Brooks (Vice President), Cynthia Barker (Secretary), Joanne Creighton, Pam Daniels, Jake Greenburg, Chris Hurn, Jonathan Jay, Barbara Reitt, Terry Rosenfeld, Jay Russell

Committee Chairs and Others Present: Larry Ambs, Gail Gaustad, Ellen Kosmer, Ilene Rosenfeld, Tisha Ferguson (Office Manager)

Council Members Absent: Gordon Wyse, Ann Hartman

The meeting was called to order by President Marybeth Bridegam at 2:15 p.m. Without objection, she changed the agenda sequence to receive Committee Reports immediately after the Reports of the Officers. This change will allow participants who are attending only to present a report to leave the meeting early, if desired. In addition, this modification better conforms to Robert's Rules of Order.

Mike Brooks presented the Minutes of the June 8 Council meeting for approval. Mike noted that he changed the minutes, as requested by Tyll van Geel, to include a rewrite of a motion Tyll made at the June meeting. Since the corrected version of the minutes could not be distributed prior to this meeting, as Mike was on vacation, Mike read the change, as follows:

“Tyll moved that (1) an honorarium be provided for a speaker for a special program honoring the conclusion of the effort to raise money for the Fund for the Future; (2) that money from the Fund be used for this event as an illustration of the kinds of uses to which the money can be put; and (3) that Chuck Gillies be honored at the event for his leadership of the Fund for the Future and for his contributions to LIR over a period of many years.”

Joanne Creighton moved that the minutes be approved. The motion was seconded and passed, unanimously.

Officers' Reports:

President

Marybeth reported that we now have 296 members, and a source of funds for the organization that has not been available in the past. She recognized three members who left the Council at the end of June: Jim Averill, Tyll van Geel, and Sheila Klem. Marybeth sent them thank you notes for all of their hard work. Marybeth welcomed three newly elected members to the Council: Pam Daniels, Terry Rosenfeld, and Jay Russell. She also recognized Larry Ambs (5C Liaison), Sara Wright (Historian), and Anne Lombard (Ombudsman) who are tirelessly working in their roles behind the scenes, and have all agreed to continue in their roles.

Vice-President

In his new role, Mike Brooks will start attending LIR committee meetings. He asked that the committees notify him of the dates for their meetings. This will give Mike the opportunity to learn what is happening at LIR; he may also be able to help clarify issues, policies, etc. for the benefit of committee members.

Secretary

Cynthia Barker is looking forward to being the new Secretary. Please be patient while she learns everyone's name.

Treasurer

Kathy Campbell reviewed the financial report, documenting the balances (not yet finalized) of our four major accounts, as of June 30, 2017. This report was distributed prior to the meeting; the first page of the report, describing the uses of the 4 funds is included as an attachment to the minutes. Kathy reminded everyone that we will be transferring \$25,000 from Reserves to the Investment Account by Sept. 30. We are allowed to transfer funds to the Investment Account only once per quarter; thus, as gifts are received for that account, they are deposited, initially, to the Reserves and transferred to the Investment

Account at the appropriate time. Once the transfer is complete, the Investment Account should exceed the \$250,000 goal established at the beginning of the "Campaign for the Future."

We expect to receive the first distribution from the Investment Account in September. The annual distribution is approximately 4% of the average in this account over the preceding 13 months. This year, we expect to receive approximately \$4,000.

Kathy also reported that we typically use about \$1,500 annually from the Membership Assistance Fund. If someone wishes to obtain assistance, their request goes directly to the Office Manager, so that none of our members know who is receiving aid.

Committee Reports:

Curriculum. The Committee submitted a report prior to the meeting, and it is appended to the minutes. Ellen Kosmer said that the most popular of the 3 summer seminars was "Seeing Art." Ellen and Miriam will be meeting with the moderators to obtain their feedback.

We will have an earlier deadline (Sept. 25) for submission of proposals for Spring seminars.

Marybeth Bridegam noted there were protests about the lottery this year. There were some technical glitches that we intend to fix in the lottery software. Some members experienced difficulty completing the enrollment form accurately and completely. Tisha indicated that software improvements will not solve all of the issues reported.

Member Services. Gail Gaustad reported that the first meeting of the Committee is scheduled for Aug. 24. If you have suggestions for the annual picnic, it would be best to notify the committee before the August meeting. The annual picnic is scheduled for Sept. 19; rain date is Sept. 20.

Great Decisions. Jake Greenburg reported that the committee will not see the new topics for the year until September.

The committee has a new co-chair that requires approval by the Council. **Chuck Aulino moved that we appoint Prunella Fiddian-Green to be**

Co-Chair of the Great Decisions Committee. The move was seconded and unanimously approved.

Jake announced that he would like two new members for the committee. If you know of anyone, please tell Jake.

Special Programs.

Ilene Rosenfeld submitted a committee report prior to the meeting. The highlights of the report are:

Joan Wofford is the new facilitator for the Encore Program.

We need a new facilitator for the Salon Music group.

Kay Klausewitz is organizing the next offering of the Theater Interest Group. It is a matinee performance of "Rags" at the Goodspeed Theater on Oct. 28.

The first meeting of the committee is scheduled for Sept. 18.

The committee needs new members. If you know of anyone, please contact Ilene.

Ilene needs to be formally appointed as the new chair.

Barbara Reitt moved to appoint Ilene Rosenfeld as Chair of the Special Programs Committee. The motion was seconded, and unanimously approved.

Technology. The Committee no longer has a chair. Larry Ambs and Kathy Campbell recommended that we not seek a new chair, immediately. They believe that the need for tech assistance has changed significantly over time, as our members own far more technology than was the case in the past. They believe it might be better to wait and evaluate the real demands our members have for assistance. Should we decide in the future that we need to strengthen our tech support function, we should think about recruiting new, younger members to join the Committee.

Special Report on "First Annual Invitational Lecture Series"

Larry Ambs reported that the planning for this event on October 22 at the Eric Carle Museum in Amherst is proceeding well. We will have an attorney (Gottlieb) discussing Gerrymandering. We intend to invite the

broader community to attend, hoping we can increase visibility for the organization. We will not be serving refreshments.

Office Manager

Tisha reported that the office move did not proceed as smoothly as hoped. There were problems with the phone system, and mail delivery has been sporadic. The new office space, however, is very nice. Members should be aware that there are a few parking places near the building, and there are non-metered parking spots on the side streets.

Tisha noted that there have been instances of members signing contracts associated with special events. It is important that members understand that they are assuming full liability by signing contracts. Tisha should be the only person signing contracts, since she is an authorized employee. Tisha is also designing a new events form for people to fill out; this should ensure that all of the necessary information required for a special program or event is appropriately captured.

Our student intern from last year will be returning for the current year.

Tisha is in the process of distributing an events survey to members.

Our new membership cards now include member names that are computer printed, rather than written, manually. There still is confusion regarding the availability of free PVRTA transportation for members. Tisha has contacted PVRTA, and the folks she has talked with don't seem to know if transportation is free.

Old Business:

Operations Manual

Marybeth Bridegam thanked Mike Brooks for his tremendous commitment over the last year to update the manual to reflect current practices.

Mike Brooks reported that he expects to present the revised manual for formal approval at the September Council meeting. Mike has recently received a few requests for changes that need to be incorporated. Mike

expects to make the necessary revisions, and resend the document to all Council members to review prior to the next meeting.

In response to some questions about future updates after the September meeting, Marybeth stated that when the Council approves a new policy, we should ask if that policy should be incorporated in the Operations Manual. If it should be included, the Council should vote to change the Operations Manual. If approved, the Secretary will work with the Office Manager to see that the changes are incorporated; once complete, a revised version will be placed on the LIR website.

Barbara Reitt suggested that Committee Chairs encourage their members to read the sections of the manual pertaining to their particular committee.

Tisha said that she will be documenting Administrative Procedures for the Office. This is intended to be a document separate from the Operations Manual.

New Business:

Investment Account funds

Marybeth started our discussion regarding the use of annual distributions from the Investment Account. For the current year, we will have approximately \$4,000 available to spend. This amount is expected to grow to about \$8,000 per year. There are no constraints placed upon the use of the distributions. We can chose to spend the funds received in a given year, or reinvest the monies.

The discussion began with a review of possible spending proposals that were distributed to the Council prior to this meeting. The following changes were requested to the list:

Terry Rosenfeld proposed that we add an item to purchase wireless microphones for seminar/special programs use. This is a particular need for members who are experiencing hearing loss. When people try to speak into a microphone, they may not be close enough for good sound projection, or they may wander away from the mike during their presentation. We could purchase a few sets each year until we have a sufficient number to use in the most difficult environments.

Jonathan Jay asked that we add an item to provide for purchase of “other technology” to enhance audio/visual capabilities.

Barbara Reitt recommended that we remove several items from the list: support for an intern to assist with Office duties, and funds for rental fees as these items are incorporated within our existing operating budget.

Marybeth then asked the members to start to set priorities by identifying items supported by a majority of the members. Three items were immediately identified:

1. Purchase of wireless mikes, as recommended by Terry Rosenfeld.
2. Support for an additional spring social event.
3. Create a reserve pot of money that would be available to members who submit approved and accepted program proposals that require some extra funding.

At the September Council meeting we will continue the discussion to identify other proposals that can be supported by most Council members.

Once we have selected the items deemed most important, we can then proceed to obtain cost estimates for these items, and be better prepared to evaluate the proposals and reach a decision for future action.

There being no further business, the meeting was adjourned at 4:15 p.m.

Cynthia Barker, Secretary
August 14, 2017

5CLIR Accounts

4010: LIR Operating Account

June 30 balance: \$74,968.89

General operating expenses.

4011: LIR Reserves

June 30 balance: \$74,610.44

Minimum balance mandated by Council: \$30,000

Receive gifts, other than Membership Assistance.

Receive annual distributions from 4012.

Transfer funds to 4012 when there is more than ~\$50,000 in this account. (\$25,000 is scheduled to be transferred by the end of this quarter.) Provide funds for special events and new projects.

4012: LIR Investment Account

June 30 balance: \$228,442.83. Balance as of July 1, 2016, was \$83,206.64.

Managed by FCI. Management fee \$1000/year or 1%/year, whichever is smaller.

The annual “distribution”, in the fall of each year, is approximately 4% of the average in this account over preceding 13 months. For this year (2017), that average is approximately \$100,000. LIR may choose to take this distribution or to reinvest it.

4013: LIR Membership Assistance Fund

June 30 balance: \$2,892.58

Receive Membership Assistance gifts.

Transfer amount actually used for membership assistance into Operating Account once a year.

Note: June 30 balance figures are not yet finalized but further changes are not likely and if there are any will not be large.

Curriculum Committee Report To Council
August 2017

The Curriculum Committee submits the following August 2017 report to Council.

➤ **Short-term Seminar Experiment:**

In November 2016, Council approved experimental Short Term Seminar/Workshops for the summers of 2017 and 18, and in February 2017, approved the Curriculum Committee's plan for summer 2017, which was for up to three short seminars or workshops to run between July 17 and August 31. We received and approved three seminar proposals: *Darwin Comes to America – How Darwin's Theory of Evolution Changed America* (Dorothy Rosenthal); *Imagining a De-industrial Future* (Katherine Campbell); and *Seeing Art – Learning To See Everything in a Piece of Art* (Carl Erikson).

The *Seeing Art* seminar was fully enrolled initially (12 members); the other two initially had smaller enrollments of 5 members each. We will meet with the moderators for a discussion at the end of August, and will report back to Council at its September meeting.

➤ **Earlier Deadline for Spring 2018 Seminar/Workshop Proposals:**

The deadline for Spring 2018 Seminar/Workshop proposals is **September 25**, the same day as the first day of fall seminars and workshops, and approximately one week earlier than in the past. This earlier deadline is intended to provide the Office Manager a better opportunity to find seminar/workshop venues and prepare the catalog in time for the fall preview of spring seminars/workshops. The August newsletter will include an announcement and call for proposals. A separate email highlighting the deadline also will be sent out to all LIR members.

➤ **Committee Openings Filled:**

The Curriculum Committee had two general membership openings for the 2017-2018 year, each for a three-year term. After reviewing the qualifications of interested LIR members, we are delighted to have selected and submitted to Council for approval the following LIR members: Katy van Geel, and Pam Daniels. We look forward to working with these two new members. Council previously approved Ellen Kosmer as co-chair for the coming year.

- Miriam Whitney and Ellen Kosmer, Curriculum Committee Co-chairs