

## **FIVE COLLEGE LEARNING IN RETIREMENT**

### **MINUTES OF THE COUNCIL MEETING**

**March 8, 2018**

**Five College Office, 97 Spring St., Amherst, MA  
(First draft distributed on April 9, 2018)**

Council Members Present: Mike Brooks (President), Ellen Kosmer (Vice President), Gordon Wyse (Past President), Kathy Campbell (Treasurer), Chuck Aulino (Assistant Treasurer), Cynthia Barker (Secretary), Chris Hurn, Jonathan Jay, Barbara Reitt, Terry Rosenfeld, Jay Russell

Committee Chairs and Others Present: Jim Harvey, Nina Scott, Nancy Denig, Gail Gaustad, Sara Wright, Tisha Ferguson

Council Members Absent: Pam Daniels, Jake Greenburg, Ann Hartman

The meeting was called to order by Mike Brooks at 2:15 p.m.

The Council accepted the minutes of the February 8, 2018 Council meeting.

#### **Officers' Reports:**

##### President

1. Mike Brooks announced that Sarah Pfatteicher will be the new executive director for Five Colleges, Inc. Mike passed around a copy of Sarah's biography.
2. Mike will be moving to Sarasota, Florida during the summer. Thus, he will be unable to serve as Past President for the coming year. Gordon Wyse has graciously volunteered to fill that role for another year.

##### Vice President

Ellen has attended numerous committee meetings during the last month. Everything seems to be going well, and Ellen appreciates the opportunity to meet people whom she did not know.

### Past President

Gordon Wyse is working on the planning for the 2018 Fall Preview scheduled for May 6, 2018.

### Treasurer

The Treasurer's report was released with the agenda. The report is included as an appendix. Our current financial position is fine. We will be discussing the proposed budget for next year, later in this meeting.

### **Committee Reports:**

#### Curriculum Committee:

A detailed report from the Curriculum Committee is attached as an appendix.

The Curriculum Committee believes that the current limit of 3 summer seminars may be too limited. **Gordon Wyse moved that the Curriculum Committee be empowered to set the number of summer seminars. The motion was seconded and passed unanimously.**

Jim Harvey reported that the Curriculum Committee received requests from some "Writing to Remember" seminar participants that priority be given to those who were previously enrolled in a "Writing to Remember" section. They thought it was important to maintain continuity and trust; such action would be in violation of the Operations Manual. The Curriculum Committee decided that people who want that kind of group would be better served by opening a Special Programs Interest group.

#### Finance Committee:

Kathy Campbell presented the proposed budget for FY 19. The proposal is attached to this report, together with a series of written notes about the proposed budget. Council needs to approve this budget, today, for

presentation at the annual meeting. Kathy reported that Gail Gaustad has requested an increase of \$100 to the picnic budget. The finance committee supports this additional request. **Kathy Campbell moved that the Council approve the proposed FY 19 budget to include a \$100 increase for picnic expenses; dues revenue will be increased by \$100 to finance the additional expense. The motion was seconded and passed unanimously.**

### Great Decisions

Brochures have been printed and mailed. The Senior Center is publishing information about the events in their Chronicle. People wishing to attend can mail in an application, sign up at our website, or appear at the door. The entrance fee charged at the door is the same as the advance ticket price.

### Member Events:

Gail Gaustad reported that the newcomer's coffee was fun. The April 18 social event at Hadley Farms (4:00-6:00 P.M.) will feature nice hors d'oeuvres and non-alcoholic beverages. There will also be a cash bar.

### Publicity

Nina Scott passed around the last four Gazette articles about the "Going with the Grain" seminar; this information will also appear in the LIR newsletter. The second Gazette tour resulted in a photograph of the group featured in the newspaper.

### Special Programs

Please reference a detailed report (attached as an appendix) provided by this committee. As Ilene could not attend the meeting today, Terry Rosenfeld presented Ilene's report.

### Summer/Winter Programs

Many people attended the Gazette Tours. Nine people enjoyed "Rock Voices". There are new members on the committee who should be able to continue the committee's work when Nancy Denig's term expires.

## Technology Committee

We still need a chair for this committee

## Nominating Committee

The committee is meeting a week from Wednesday to consider possible male candidates for the position of Vice-President. Please notify the committee if you have input to share.

## **Office Manager:**

Tisha is now booking spaces for Fall seminars, and is starting to work on the catalog. She distributed contact information in case of bad weather. We have tested all of our tech equipment, and there is an official tech inventory. People are welcome to sign out these items.

## **Old business:**

### Curriculum Calendar

Miriam resubmitted the calendar for Council approval (a copy appears in an appendix). **Joanne Creighton moved that the calendar be approved. The motion was seconded and passed unanimously.**

### New committee chairs

The Curriculum Committee recommends that Betsy Siersma be appointed co-chair for a 2-year term

The Winter/Summer Programs Committee recommends that Mary Frank and Karen Tatro be appointed co-chairs.

**Gordon Wyse moved that we approve the two recommendations above. The motion was seconded and passed unanimously.**

Terms are expiring for leadership of Member Events. No one has been identified, yet, for a leadership role.

### Liability/insurance implications of meeting in homes

On March 1, 2018 the Executive Committee, together with Larry Ambs and Tisha Ferguson, met with three representatives of Five Colleges, Inc. to discuss liability issues pertaining to in-home meetings. The major conclusion was that we can continue to meet in member homes as long as certain standards are met to mitigate risk; e.g., accessibility for participants, management of steps, assurance that sidewalks and entrances are cleared of snow and ice, convenient and safe parking, location of rest room on the main floor, etc. Stacie Kroll (Risk Manager for Five Colleges) and Tisha Ferguson will prepare a draft policy for in-home meetings. Mike Brooks and Gail Gaustad will review the work. The policy will probably be incorporated within the Operations Manual and passed out to people who are planning to host an event in their home.

Insurance coverage maintained by Five Colleges, Inc. would cover liability issues associated with in-home meetings. We should also recognize that the Five Colleges, Inc. liability policy has a deductible of \$100,000. Five Colleges, Inc. would expect LIR to pay the deductible.

The Director of Five Colleges, Inc. also confirmed that Five Colleges has liability coverage for Directors and Officers, and that LIR Council members are covered under that insurance.

#### Seminar Participation Requirements

This topic was deferred to the next meeting as Ann Hartman was unable to attend this meeting.

#### Report of Special Committee on Emeritus Status

Jonathan Jay reviewed the report of the Special Committee (report is attached as an Appendix), and thanked the members of the committee for their work. **Jonathan moved that the recommendations contained in the report be approved by the Council, with follow up by the Curriculum Committee. The motion was seconded and unanimously passed.**

#### Report of Special Committee Reviewing Appendix F of the Operations Manual

The Committee has held one meeting, thus far. It is clear that necessary revisions will be very extensive.

#### Update of Procedures for using Five College on-line libraries

Jay Russell volunteered to review the information available from Smith College. Gordon Wyse will contact UMASS for information. Tisha can contact the other three libraries and determine what is available.

### New Business

Jay Russell reported that there have been instances of people bringing petitions to seminars. Such actions are in violation of LIR policy. Jim Harvey volunteered to tackle this issue.

There being no further business, the meeting was adjourned at 3:40 p.m.

Cynthia Barker  
Secretary

### **Notes on the Proposed Budget for LIR FY19**

The proposed LIR budget for FY19 includes some substantial changes to the way the budget is organized, but not to the underlying numbers.

- 1) There are no longer budgets for committees. The budgets for the two committees that had non-trivial budgets has been moved. The budget for the Public Relations committee now appears as the line item "Publicity" under Operations. The budget for the Member Events committee now appears as several line items under a new category, Member Events. The Public Relations committee should continue to make recommendations for paid publicity (such as a display ad for Preview events). The Member Events committee will continue to organize the Fall Picnic, Spring Social, and New Member Coffee (the last is part of "Other" under Member Events.)
- 2) Also included under Member Events are the Previews (organized by the LIR Office) and the Memorial Service (organized by the Past President.) These were formerly under Operations.
- 3) The difference between Member Events and Programs is that Programs are expected to more or less break even by charging fees, while Member Events are included in the annual LIR budget and paid for from general revenues.
- 4) Expenses associated with LIR's core program of seminars and workshops, such as the preparation of catalogs and space rental for seminars, continue to be considered under Operations.
- 5) There's a new Operations category called Equipment, to allow for the purchase of "durable" items that cannot appropriately be categorized as consumable "Supplies". Recent examples include a new computer monitor for the Office and the amplification system whose purchase was authorized by Council last fall.
- 6) Finally, on the income side, there is no line item for Gifts! This is because all gifts will be deposited either to our Reserve account or our Membership Assistance account. There are lines allowing for transfers from those two accounts into the Operational account. This is a budget only for our Operational account.

*March 8 5CLIR Council Report Summary - Curriculum Committee - Jim Harvey, reporting*

This spring's seminars

- 21 seminars (Started with 23, Two dropped for lack of enrollment.)
- 213 members taking at least 1 seminar

Summer Seminars

- We have 3 proposals (maximum allowed) for this summer.

Next fall's seminars

- We currently have 25 planned for the fall, with two additional seminars approved but deferred until 2019.
- Our two most popular categories are history with 8 and literature with 6

Moderators Meeting

On February 23 we held a very successful meeting for moderators. Approximately 40 attended, including some that are very new and some that have been moderating a long time. There were a couple of clever skits and good small group discussion. A number of the newer moderators gave positive feedback, indicating it was very helpful for them.

Writing to Remember

We spent considerable time discussing how "Writing to Remember" seminars should be handled. We had a couple of sections that were oversubscribed and so we created a fourth section to accommodate them. We will be discussing whether or not to continue offering 4 at our next meeting.

We also received requests from some participants who wanted priority given to those who were previously enrolled in a WTR section. They felt that it was important to maintain continuity and trust. (Note that this would be in violation of the Operations Manual, p 28)

We decided that for those who wanted that kind of group would be better served by opening a Special Programs Interest group.

5CLIR CALENDAR 2018-2019\*

**2018**

<b>July</b>		No Executive Committee Meeting No Curriculum Committee Meeting No Council Meeting
<b>August</b>	2	Curriculum Committee Meeting
	2	Executive Committee meeting, Time TBA, Five Colleges, Inc.
	9	Council meeting, 2:15-4:15, Five Colleges, Inc.
<b>September</b>	6	Executive Committee meeting, 1:15, Five Colleges, Inc.
	6	Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
	13	Council meeting, 2:15-4:15, Five Colleges, Inc.
	10	[Rosh Hashannah]
	TBA	5CLIR Potluck Lunch Picnic, TBA, 12–3
	19	[Yom Kippur]
	TBA	Rain date for Potluck Lunch Picnic
	24	First day of fall seminars
	28	Optional extra Curriculum Committee meeting
<b>October</b>	<b>3</b>	<b>Deadline for spring 2019 seminar proposals**</b>
	4	Executive Committee meeting, 1:15, Five Colleges, Inc.
	4	Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
	11	Council meeting, 2:15-4:15, Five Colleges, Inc.
<b>November</b>	1	Executive Committee meeting, 1:15, Five Colleges, Inc.
	1	Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
	8	Council meeting, 2:15-4:15, Five Colleges, Inc.
	18	<b>Preview</b> of spring 2019 seminars, 2:00–3:45, location TBA
<b>December</b>	5	Registration deadline for inclusion in spring 2019 seminar lottery <i>[NOTE: Moved up 3 days to get class lists out earlier in</i>
<i>December.]</i>	6	Executive Committee meeting, 1:15, Five Colleges, Inc.
	6	Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
	6	Last (snow) day of most fall seminars
	12	Last (snow) day for Wednesday fall seminars that don't meet the day before Thanksgiving
	13	Last (snow) day for Thursday fall seminars (due to skipped Thursday for Thanksgiving)

- 13 Council meeting, 2:15-4:15, Five Colleges, Inc.
- 14 Lottery review date for oversubscribed spring 2019 seminars

## 2019

### **January**

- 3 Memorial Program, 10-12, location TBA
- 4 Snow date for Memorial Program, same time and place  
No Executive Committee meeting  
No Curriculum Committee meeting  
No Council meeting

### **February**

- 7 Executive Committee meeting, 1:15, Five Colleges, Inc.
- 7 Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
- 8 Moderators' Meeting, time and location TBA

### **Encore**

*[NOTE: Moved two weeks earlier to avoid conflict with first presentation (4<sup>th</sup> Friday); and President's Day weekend.]*

- 14 Council meeting, 2:15-4:15, Five Colleges, Inc.
- 21 New Members Coffee, 10-12, location TBA
- 25 First day of spring seminars

### **Day (3<sup>rd</sup>)**

*[NOTE: Moved 1 week later to avoid conflict with President's Monday) when campus and other venues are closed.]*

### **March**

- 4 Deadline for short summer and fall 2019 seminar proposals**
- 7 Executive Committee meeting, 1:15, Five Colleges, Inc.
- 7 Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
- 14 Council meeting, 2:15-4:15, Five Colleges, Inc.
- 11 – 15 Optional extra Curriculum Committee meeting

### **April**

- 4 Executive Committee meeting, 1:15, Five Colleges, Inc.
- 4 Curriculum Committee, 2:15-4:15, Five Colleges, Inc.
- 11 Council meeting, 2:15-4:15, Five Colleges, Inc.
- TBA Spring social event, TBA
- 25 Last day of spring seminars
- 28 Annual Meeting, 1:30-2:00/**Fall Preview** 2:00-3:45, TBA

### **May**

- 2 Executive Committee meeting, 1:15, Five Colleges, Inc.
- 2 Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.
- 5 [Back-up Annual Meeting/Fall Preview date]
- 9 Council meeting, 2:15-4:15, Five Colleges, Inc.
- 17 Registration deadline for inclusion in fall 2019 seminar lottery
- 29 Lottery review date for oversubscribed fall 2019 seminars

**June**            6 Executive Committee meeting, 1:15, Five Colleges, Inc.  
                      6 Curriculum Committee meeting, 2:15-4:15, Five Colleges, Inc.  
                      13 Council meeting, 2:15-4:15, Five Colleges, Inc.  
                      28 Close of registration for short summer 2019 seminars

July                15 First day of short summer 2019 seminars

August            30 Last day of short summer 2019 seminars

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\* This calendar assumes that the trial program of short summer seminars will continue for 2019.  
\*\*The word “seminar” includes workshops for the purposes of this calendar.

## **5CLIR EMERITUS/AUDITOR AD HOC COMMITTEE REPORT**

**FEBRUARY 25, 2018**

The Emeritus/Auditor Ad Hoc Committee appointed by Council has met to discuss the issues relating to the continuation of the Emeritus/Auditor program. If we understand correctly, the Council at its recent February 8 Council meeting voted to extend the program through at least the fall 2018 semester, pending final action by the Council. We present this report to the Executive Committee and Council for its consideration and action as they deem appropriate.

The Council established the Emeritus/Auditor program in the winter/spring of 2016 on a trial basis for the next two years with the following purpose: “[T]o accommodate those long-standing members of LIR who feel they can no longer be active participants in seminars and yet wish to audit seminars. At the same time, traditional standards will continue for the seminar program.” At the time of establishing the program, the Council tasked the Curriculum Committee with evaluating for the Council the effectiveness of the experiment by February 2018. The Curriculum Committee recently completed its evaluation, including the analysis of answers to a questionnaire developed by that committee and distributed to all moderators, participants, and emeriti/auditors in the first three semesters, through the fall of 2017. The Curriculum Committee found the responses by all three groups to be positive and that, from the perspective of moderators, participants, and auditors, the quality of the seminars did not suffer from the inclusion of auditors. The Curriculum Committee recommended to the Council that the program be made permanent and made a couple of specific recommendations.

The Emeritus/Auditor Ad Hoc Committee concurs with the Curriculum Committee’s recommendations. You will note that in most of the particulars below, what we are recommending is not a departure from the current program.

This committee makes these specific recommendations:

1. The program should be made permanent.
2. No separate membership status shall be created for Auditors. They shall be Full Members, have Auditor status, and be called Auditors. Explanation: Auditors are presently treated as Full Members in every way, except for the fact that the few Auditors we presently have are excused from active participation requirements in a seminar. They pay full dues, have voting rights, and are permitted to participate in all other programs. LIR has long operated with only two memberships, Full and Associate. It would not seem necessary or, in our view, advisable to create a new membership status. Moreover, we believe it is helpful to drop the terms Emeritus or Emerita as they don’t seem to be accurate parallels to the term as it is used in

academia for retired professors, and, in any event, if our recommendation is accepted, a new membership classification would not be created. The sole term, Auditor, appears to be a better reflection of their place within LIR.

3. One is eligible to be an Auditor if she or he has been an LIR member who has at least four years of seminar participation; and is unable to continue to be an active participant in seminars, but wishes to audit seminars. There are a variety of circumstances which might result in an LIR member wishing to reduce his or her level of participation in a seminar. Examples include physical injury, illness or disability, or the need to provide care for a disabled spouse or other disabled family member.
4. An Auditor is excused from requirements of active participation in a seminar such as making a presentation or leading a discussion.
5. Auditors shall pay the full dues required of Full Members.
6. Auditors may change their status to non-Auditor status (that is, regular active participation) in subsequent semesters and change again to Auditor status due to changes in individuals' health and other circumstances. However, within the same semester, one cannot be an Auditor for one seminar and a regular participant in another.
7. There shall be a maximum of two Auditors in any single Seminar. They shall not be included in the maximum number of participants listed in the seminar listing in the catalog, but will be noted separately on the page for that seminar.
8. The moderator of each seminar shall determine whether or not to accept Auditors in her or his seminar, how many (up to the maximum of two), and the level of Auditors' participation. The moderator shall include these elements in the listing of his or her seminar in the catalog.
9. Although the level of participation for a specific seminar will be listed in the catalog, the moderator shall discuss with any Auditors assigned to his or seminar the specifics of their participation as soon as possible following the assignment.
10. Auditor status must be requested by the lottery deadline. The logistics of how this is handled shall be determined by the Curriculum Committee, in consultation with the Office Manager.
11. At registration, Auditors may select as many seminars in a single semester as permitted to regular participants, and shall use the same registration form as regular participants.
12. The Curriculum Committee shall draft an appropriate addition to the Operations Manual that incorporates these recommendations and any administrative procedures deemed necessary and submit them to the Council for its approval. That Committee shall also draft modifications to the Moderators' and Participants' Handbooks and work with the Office Manager to implement any appropriate changes to the registration form, seminar proposal form, and catalog. The President shall determine the scope of any notices to the membership regarding the policy.

We will be happy to answer any questions at the March 8 Council meeting regarding these recommendations.

Respectively submitted,

Jonathan Jay, Chair

Chuck Aulino

Pam Daniels

Jim Harvey

Terry Rosenfeld

Ellen Kosmer, Vice President/Ex Officio Member