

NOTICE AND AGENDA
of the
ADULT LEARNING PROGRAM, INC.

TO THE MEMBERS OF THE ADULT LEARNING PROGRAM, INC.

Please take notice that the Annual Meeting of the Adult Learning Program, Inc. will be held on June 5, 2018, Tuesday, at 11:30 a.m. in Heritage Hall of Seabury Retirement Home located at 400 Seabury Drive, Bloomfield, Connecticut.

The Agenda for the meeting is as follows:

1. Approval of the Minutes of the 2017 Annual Meeting
2. Approval of the 2018 – 2019 Proposed Budget
3. Approval of the Slate of Nominations
4. Report of the Chairpersons regarding the fiscal and organizational health of ALP as well as the agreement with the Extension Department of the College of Health and Natural Resources of the University of Connecticut.

NOMINATIONS 2018-2019

The following slate of nominees to the Board of Directors for the coming academic year is to be voted upon by the membership attending the Annual Meeting. All elected nominees may serve a maximum of two 2-year terms in their position.

POSITION	CONTINUING IN OFFICE	TO BE ELECTED
ALP Co-Chairs	Bob LaPorte	Phil Will (2 nd 2yr term)
Communication Comm. Co-Chairs		Tobie Katz (2 nd 2yr term) Maura Nemirow (1 yr term)
Membership Comm. Co-Chairs	Dan Heuer	Ann Winship (2 nd 2yr term)
Curriculum Comm. Co-Chairs	Agnes Pier	Libbie Merrow (2 nd 2yr term)
ALP Horn Editor	Bob Ellis	
Webmaster	Donna Cote	
Secretary		Bertina Williams (2 nd 2yr term)
Treasurer	Bob Hewey	

ADULT LEARNING PROGRAM

Budget Proposal FY18/19

	2017/2018 Budget	2017/2018 Actual YTD (a/o 5/10/18)	2018-2019 Proposed Budget
Revenue			
Annual Luncheon (Member payments for Annual Luncheon)	\$ 1,250.00		\$ 1,250.00
Donations (Contributions by Members and Friends)	\$ 2,000.00	2,131.00	\$ 2,000.00
Interest Income (Bank Interest from CD's and Checking Account)	\$ 450.00	423.33	\$ 450.00
Membership Dues (No Fees from Member Presenters or ALP Board)	\$ 24,500.00	24,935.00	\$ 26,000.00
Misc. Income (Profit on Sale of ALP Writer Books)		232.00	
Total Revenue	\$ 28,200.00	\$ 27,721.33	\$ 29,700.00
Expenditures			
ALP Horn (Cost of Producing ALP Horn Publication)	1,400.00	1,196.00	1,400.00
Communications/Publicity*	400.00	208.00	200.00
Coordinator (Pay for hours spent by Contracted Coordinator)	20,240.00	16,031.40	20,240.00
Food (Cost of Luncheon/Receptions/Coffee for ALP Events)	2,000.00		2,200.00
Insurance/Bonding (D&O and General Liability and Bonding Coverage)	1,500.00	1,504.00	1,600.00
Office Supplies/Equipment**	1,000.00	569.13	750.00
Postage (Currently covered by Uconn Account (See below)	900.00	0.00	900.00
Presenter Expense/Instruct. Supplies (handouts, DVDs purchased, etc.)	1,000.00	22.97	200.00
Presenter Stipend (\$100 per non-member presenters)	4,000.00	4,100.00	4,500.00
Treasurer/Accounting/Filing Expenses(State/Federal Filings, QuikBooks)	500.00	65.14	100.00
Web Site/IT and Access Support/Software	2,700.00	2,140.00	2,700.00
Total Expenditures	35,640.00	25,836.64	34,790.00
Net Operating Deficit	(7,440.00)	1,884.69	(5,090.00)
Funds Taken from Uconn Account	0.00	(See Note***)	0.00
Funds Taken from Retained Earning	(7,440.00)	1,884.69	(5,090.00)

Notes:

* Communications/Publicity includes all communication vehicles to members and prospective members (e.g. promotional flyers, surveys, note cards, Constant Contact, "Give-aways" at fair booths) except ALP Horn and Web Site.

** Office Supplies/Equipment includes all normal office supplies (pens, paper, envelopes, ink, etc.) and equipment (copiers, phones, fax, etc.) not covered by host sites.

*** Funds were withdrawn from the Uconn Account but an exact amount was difficult to determine because the reporting is infrequent.

Curriculum Committee

We were very happy to present for Fall 2017; 14 multi-sessions and 10 single sessions and for Spring 2018; 18 multi-sessions and 11 single sessions with a combined total of 144 classes spread across the two terms. These programs were a rich mix of reliable favorites, popular standards and some really exciting new classes. The courses ranged from the Bible to Big Data, from Art Appreciation to Hiking, from Connecticut regulations to worldwide health problems.

We have new members who joined the Curriculum Committee bringing with them very much energy and new contacts.

We continue to tweak the curriculum system, for instance notifying you sooner about limited class acceptances, or encouraging the presenters to introduce themselves, always aiming to give you the best possible ALP experience.

Agnes Pier
Libbie Merrow

COMMUNICATION COMMITTEE

The ALP Communication Committee had another successful year. We participated in two Senior Center Health/Information Fairs – one in Windsor and the other in Bloomfield. Many people at both functions were interested in our programs. They were attracted to our booths by the new ALP tablecloths which we purchased and which give us an attractive draw-along with the freebies we give away.

Committee members were also active in distributing ALP-Horn to almost a dozen area libraries, shopping centers, town halls and senior centers which help to get our word out.

We are looking forward to another successful ALP year and invite anyone who is interested to join our Committee.

Tobie Katz

Shirley Morrison

**ALP MEMBERSHIP COMMITTEE REPORT
JULY 2017-JUNE 2018**

Meetings were held: August, October, December, March, and May

Activities this year:

Obtained keynote speakers for September and January Preview Meetings. Submitted speaker biographies to the ALP-Horn for publication.

Set-up and conducted registration for both Fall and Spring Preview Meetings.

Coordinated with Seabury staff regarding arrangements and details for the Preview events.

Organized the ALP October Social Event.

Made arrangements for the Annual Luncheon Meeting in June.

Submitted articles and suggestions for articles to the ALP-Horn highlighting ALP members.

Organized a process for the recruitment of ALP members as replacement to fill committee chairperson positions as they become vacant when term limits are completed.

Contacted and welcomed all new ALP members and answered their questions.

Submitted by

Dan Heuer and Ann Winship, Membership Committee Co-Chairpersons

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Tobie Katz

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Annual Webmaster Report

May 2018

ALP's Calendar of classes was successfully uploaded from the new ALP database prior to the fall and spring preview meetings for member's use in selecting and registering for classes. The website's Home Page was kept up to date to announce events, introduce guest speakers and provide relevant agenda, parking and luncheon information.

New photos from ALP events held during 2017-2018 were uploaded into the archive of photos from previous ALP events. The archive of Writings by Members was also expanded to include the most recent writings selected by our Creative Writing and Memoir Writing class instructors. The ALP News feature of the website was maintained on a timely basis to alert members of class cancellations and schedule changes. Other pages were kept up to date to provide members with an archive of the ALP newsletter, driving and parking instructions for each venue, a list of educational DVDs available for members to borrow, and a list of the current members of ALP's Board of Directors. Members were emailed relevant information when appropriate.

For the year, the website averaged more than 150 visitors each month.

ALP HORN NEWSLETTER 2017-2018 submitted by Bob Ellis, Editor

The usual fall, spring and summer issues were published and mailed on a timely basis.

Bob Ellis continued as the Horn's Editor with help from intrepid reporter Gwen Sibley and from committee heads Libbie Merrow, Dan Heuer, Paula Fisher (now retired) and Shirley Morrison. Other ALP members contributed Kudos for their favorite courses which were published in each issue as a continuation of the program started last year by the Curriculum Committee.

Humor and non-ALP-related articles were added to the newsletter this past academic year in an effort to generate interest in the newsletter as a source of entertainment and enlightenment as well as a source of information about the ALP program. The effort was met with mixed reviews but will continue in the coming year or until the editor is impeached.

MINUTES OF THE ANNUAL MEETING
of the
ADULT LEARNING PROGRAM, INC.
5 June 2018

The Annual Meeting of the Adult Learning Program, Inc. was called to order on Tuesday, 5 June 2018 at twelve o'clock by Bob LaPorte, Co-chairperson.

It was properly moved and seconded to accept the Minutes of the Annual Meeting of 6 June 2017. The motion was passed.

The error on the budget date for 2018-2019 was noted and corrected. Bob Hewey, Treasurer, reported that the expenses exceeded the income but emphasized that the accumulated surplus would be used to cover any shortfall. He also indicated that income for the next fiscal year was expected to increase. He was asked why ALP had such a large accumulated surplus and he responded that ALP was using it for unexpected expenses, for the stipend for Presenters and for increases in the budget lines. The question of scholarships was brought up and the attendees were informed that ALP does have a system for awarding scholarships for the needy and have exercised this process half a dozen times in the past decade.

It was properly moved and seconded to approved the budget for 2018 – 2019 as presented. The motion was passed.

The slate of nominations was read and a motion was made and seconded to accept the nominees. The motion was passed by vote.

The relationship between ALP and the University was reviewed and noted that we still receive our mail at UConn and do copying at the Extension Service office.

Agnes Pier introduced a new process for registering for Limited Enrollment classes and emphasized that this would be described again in the ALP-Horn and at the Preview Meeting in September.

There being no further business, the meeting was adjourned at twelve-fifteen o'clock.

A True Record,

Bertina Williams
Secretary

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