

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 4, 2019, 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 2018 Annual Meeting
2. Approval of the 2019 – 2020 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.

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 approve 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

ADULT LEARNING PROGRAM Budget Proposal FY19/20

	2018/2019 Budget	2018/2019 Actual YTD (a/o 5/7/19)	2019/2020 Proposed Budget
Revenue			
Annual Luncheon (Member payments for Annual Luncheon)	\$ 1,250.00		\$ 1,000.00
Donations (Contributions by Members and Friends)	\$ 2,000.00	\$ 3,645.00	\$ 3,000.00
Interest Income (Bank Interest from CD's and Checking Account)	\$ 450.00	\$ 627.03	\$ 500.00
Membership Dues (No Fees from Member Presenters or ALP Board)	\$ 26,000.00	\$ 30,135.00	\$ 30,000.00
Total Revenue	\$ 29,700.00	\$ 34,407.03	\$ 34,500.00
Expenditures			
ALP Horn (Cost of Producing ALP Horn Publication)	\$ 1,400.00	\$ 1,196.00	\$ 1,800.00
Communications/Publicity*	\$ 200.00		\$ 200.00
Coordinator (Pay for hours spent by Contracted Coordinator)	\$ 20,240.00	\$ 13,184.00	\$ 20,240.00
Food (Cost of Luncheon/Receptions/Coffee for ALP Events)	\$ 2,200.00	\$ 707.50	\$ 3,000.00
Insurance/Bonding (D&O and General Liability and Bonding Coverage)	\$ 1,600.00	\$ 934.00	\$ 1,700.00
Office Supplies/Equipment**	\$ 750.00	\$ 981.71	\$ 1,200.00
Postage (Currently covered by Uconn Account (See below***)	\$ 900.00	\$ 953.25	\$ 1,000.00
Presenter Expense/Instruct. Supplies (handouts, DVDs purchased, etc.)	\$ 700.00	\$ 297.74	\$ 200.00
Presenter Stipend (\$100 per non-member presenters)	\$ 4,500.00	\$ 4,700.00	\$ 5,000.00
Treasurer/Accounting/Filing Expenses(State/Federal Filings, QuikBooks)	\$ 100.00	\$ 89.29	\$ 100.00
Web Site/IT and Access Support/Software	\$ 2,700.00	\$ 2,267.96	\$ 3,000.00
Total Expenditures	\$ 34,790.00	\$ 25,311.45	\$ 37,440.00
Net Operating Profit (Loss)	(5,090.00)	9,095.58	(2,940.00)
Funds Taken from Uconn Account	0.00	(See Note***)	0.00
Funds Taken from Retained Earning	(5,090.00)	9,095.58	(2,940.00)

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

ADULT LEARNING PROGRAM
Statement of Financial Position Comparison
As of June 26, 2019

	Total	
	As of Jun 26, 2019 (This Year)	As of Jun 26, 2018 (Last Year)
ASSETS		
Current Assets		
Bank Accounts		
ALP WFS#5 09/17/19	10,412.61	10,243.45
WFS #3 Renewal 6/3/19	10,422.65	10,279.18
WFS #6 12 Mo. Renewal 08/31/19	11,584.42	11,365.38
WFSB #4 Renewal 6/3/20	10,458.25	10,279.39
Windsor Federal Checking	25,594.39	18,846.93
Total Bank Accounts	\$ 68,472.32	\$ 61,014.33
Total Current Assets	\$ 68,472.32	\$ 61,014.33
Other Assets		
UConn Account	962.49	962.49
Total Other Assets	\$ 962.49	\$ 962.49
TOTAL ASSETS	\$ 69,434.81	\$ 61,976.82
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Opening Balance Equity	962.49	962.49
Retained Earnings	61,063.96	61,574.58
Net Revenue	4,788.36	-560.25
Total Equity	\$ 66,814.81	\$ 61,976.82
TOTAL LIABILITIES AND EQUITY	\$ 66,814.81	\$ 61,976.82

ADULT LEARNING PROGRAM
Budget vs. Actuals: ALP Budget - FY19 P&L
 July 2018 - June 2019

	Budget	Actual	Total over Budget	% of Budget
Revenue				
Annual Luncheon	1,250.00	1,040.00	-210.00	83.20%
Donations	2,000.00	3,750.00	1,750.00	187.50%
Interest Income	450.00	699.25	249.25	155.39%
Membership Dues	26,000.00	30,080.00	4,080.00	115.69%
Total Revenue	\$ 29,700.00	\$ 35,569.25	\$ 5,869.25	119.76%
Gross Profit	\$ 29,700.00	\$ 35,569.25	\$ 5,869.25	119.76%
Expenditures				
ALP Horn	1,400.00	1,760.36	360.36	125.74%
Communications/Publicity	200.00		-200.00	0.00%
Coordinator	20,240.00	15,804.00	-4,436.00	78.08%
Food	2,200.00	1,581.50	-618.50	71.89%
Insurance/Bonding	1,600.00	1,529.00	-71.00	95.56%
Office Supplies/Equipment	750.00	981.79	231.79	130.91%
Postage	900.00	1,173.25	273.25	130.36%
Presenter Expense/Instruct. Supplies	200.00	268.74	68.74	134.37%
Presenter Stipend	4,500.00	4,700.00	200.00	104.44%
Treasurer/Accounting/Filing Expenses	100.00	89.29	-10.71	89.29%
Uncategorized Expenditure		0.00	0.00	
Web Site/IT Support/Software	2,700.00	2,892.96	192.96	107.15%
Total Expenditures	\$ 34,790.00	\$ 30,780.89	-\$ 4,009.11	88.48%
Net Operating Revenue	-\$ 5,090.00	\$ 4,788.36	\$ 9,878.36	-94.07%
Net Revenue	-\$ 5,090.00	\$ 4,788.36	\$ 9,878.36	-94.07%

NOMINATIONS 2019-2020

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	Phil Will	Jack Gregory
Communication Comm. Co-Chairs	Tobie Katz	Maura Nemirow (2 nd 2 year term)
Membership Comm. Co-Chairs	Ann Winship	Louise Fisher
Curriculum Comm. Co-Chairs	Libbie Merrow	Kim Hunt
ALP Hom Editor	Bob Ellis	
Webmaster	Donna Cote	
Secretary	Bertina Williams	
Treasurer		Errol Matzke