

NOTICE and AGENDA
for ANNUAL MEETING and Luncheon
The Adult Learning Program, Inc.
June 7, 2022 - 10:00 am to 1:30 pm
To Be Conducted in Hybrid
(In-person Seabury Chapel and Zoom Teleconference)

1. In-Person Registration - 10:00 am
2. Introduction of Speaker - 10:30 am
3. Call to Order of Business Meeting
4. Announcements
5. Review of Voting Procedure
6. Minutes of 2021 Annual Meeting
7. Treasurer's Report:
 - a. Year End FY 2021 -2022 Budget Status Report
 - b. FY 2022 – 2023 Proposed Budget
8. Committee Reports
9. Proposed Slate of New ALP Board Members.
10. Questions and Closing Remarks
11. Adjournment
12. Luncheon in Seabury Main Dining Room

Adult Learning Program, Inc.
 Annual Meeting – June 7, 2022
 Slate of Board of Director Positions

POSITIONS	CONTINUING IN OFFICE 2021 – 2023	TO BE ELECTED 2022 - 2024
ALP Co-Chairs	Jack Gregory	Agnes Pier
Treasurer	Errol Matzke	
Secretary	Beth Horlitz	
Webmaster	Donna Cote	
ALP-Horn Managing Editor		Carol Simpson
ALP-Horn Design Editor		Bob Ellis
Curriculum Committee Co-Chairs	Kimball Hunt	Tom Gworek
Events and Member Support Comm. Co-Chairs	Elizabeth Burke	Sandy Slipp
Seabury Member-at- Large		Ann Winship
Communications Committee Co-Chairs		TBD

**MINUTES OF THE ANNUAL MEETING of the ADULT LEARNING PROGRAM, Inc.
June 8, 2021**

The Annual Meeting of the Adult Learning Program, Inc. was called to order on Tuesday, June 8, 2021 at 10:02am by Jack Gregory, ALP Co-Chairperson. The 2021 meeting was held by utilizing the Zoom Teleconferencing Platform. Approximately 86 members were in attendance achieving quorum, which is 20 currently enrolled members per the By-laws.

Jack welcomed the members and proceeded to share the ALP Website and focus on the "About ALP" heading. He described the contents under the heading and then focused particularly on the "Tell a Friend Flyer". He encouraged the members to use this flyer to introduce their friends and acquaintances to the advantages of membership in ALP. This is part of the effort to rebuild the membership from the current 250 up to 350 or more since we lost 100 members due to the COVID19 pandemic which resulted in using Zoom and canceling in person meetings.

Agnes Pier, ALP Co-Chairperson, then explained the Zoom voting procedure and afterward proceeded to present the minutes of the September 17, 2020 Annual Meeting, for discussion and approval. The minutes were approved by the membership without modification.

Errol Matzke, ALP Treasurer, reported that ALP is still in good financial shape. Donations from ALP members were very helpful in mitigating the revenue short fall we expected would result from not charging membership fees for the fall 2020 semester. The financial outlook for FY 2021-2022 looks to be around break-even assuming our membership continues at 250 or more.

The financial reports were discussed, voted on and approved. Agnes Pier conducted the vote.

Bob Ellis, ALP-Horn Editor and board member presented the proposed amendments to the Bylaws. The only actual change to what had been recommended by the board was the addition of an "s" to the word "Event" when discussing the "Event (s) and Member Support Committee". The bylaws were approved by the membership with this one minor change.

The slate of nominations for ALP Board Members for FY 2022 was presented by Jack Gregory, ALP Co-Chairperson. The slate was discussed, voted on and approved by the membership.

There were no questions/comments about the committee reports presented by the Co-Chairs.

Louise Fisher, Events and Member Support Co-Chair introduced our guest speaker, Professor Walter Woodward from UConn and the Connecticut State Historian. Professor Woodward did an outstanding job by helping us understand how people and events shaped Connecticut's past.

The 2021 Annual Meeting was adjourned at 11:52am.

Jack Gregory
Acting Secretary

Treasurer's Annual Report

Submitted by Errol Matzke, Treasurer

ALP's objective this year was to continue presenting a wide range of programs on Zoom and also In-person when possible. The forecast for this year, which was built using last year's results, was impacted in several ways as the year progressed. Most significantly, ALP's membership stayed at about the previous year's level, instead of increasing about 10% as was projected. We spent about \$2,100 to achieve hybrid programming capability in response to member requests. We found that presenter stipend costs increased as the range of ALP's programming expanded to include a broader range of presenters, particularly non-members and finally, costs of printing increased almost 20% over the year. Fortunately, ALP's substantial cash reserve has enabled us to absorb the losses of this year as well as last year. Our financial position remains strong and we are able to continue our present scope of activities while we work our way through the Covid era.

For next year, we have projected a membership increase of about 10%, expecting that many who dropped off because of Covid restrictions will return for live presentations. We expect no further equipment lay-out. Inflation is also a concern, but many of ALP's expenses have already been impacted as can be seen from the expense summary. As a result, we have been able to build in at least some experience. Overall, FY 2023 looks better than 2022.

FY 2022 was a good year for financial administration. We expect to complete two major programs which directly affect our financial costs and well-being. The first of these, which we call the "bridge" program, will be available for our fall and future registrations; up until now the online registration information which members enter has gone directly into our accounting system but then had to be manually copied from there into our program administration system. With the "bridge," that data will flow automatically to both systems and thereby eliminate the manual inputting. This is the culmination of a major programming job performed for us by our tech support consultant, Invisible Gold, Inc., and we deeply appreciate his (John Waiveris) continuing excellent support. Note that this was done for us at no charge. This step completes our full automation of the registration process, including credit/debit card payments, for those members who use on-line registration and by so doing help us keep ALP's administrative costs down.

With regard to the second program, it consisted of the development and start-up of a permanent on-line cloud storage system for all documents which directly involve the organization and commitments of ALP. These basically consist of the IRS recommended documents and records related to maintaining our 501(c)(3) status, including meeting minutes, corporate charters, bylaws, financial records and so on. This program was also completed at no charge and is not expected to incur any costs in the future.

Fiscal Year 2022 Outlook and Fiscal Year 2023 Budget Forecast

	4/30/2022	6/30/2022	FY 2022	FY 2023
	Total	Outlook	Plan	Freecast
Income				
Membership Dues	\$21,215	\$21,215	\$23,900	\$26,000
Donations	\$4,781	\$4,781	\$4,200	\$5,300
Other	\$520	\$520	\$0	\$600
Interest	<u>\$103</u>	<u>\$123</u>	<u>\$225</u>	<u>\$125</u>
Income	\$26,619	\$26,639	\$28,325	\$32,025
Expenses				
ALP Horn	\$1,528	\$2,428	\$2,000	\$2,700
Annual Meeting Packet	\$0	\$650		\$650
Comm/Publicity	\$87	\$87	\$200	\$225
Administrator	\$10,920	\$13,420	\$15,000	\$15,000
lgs/Bonding	\$1,708	\$1,708	\$1,676	\$1,800
Insurance - Hikes	\$850	\$850	\$0	\$850
Office Supplies/Equip	\$900	\$900	\$900	\$1,000
Postage	\$443	\$801	\$800	\$800
Presenter Exp/Supplies	\$0	\$0	\$200	\$200
Presenter Stipend	\$3,500	\$4,350	\$3,100	\$4,200
Treasurer Admin Expense	\$485	\$565	\$500	\$600
Credit Card Fees	\$559	\$559		\$600
WEB Site/IT Supt/Software	\$3,950	\$5,850	\$3,600	\$3,800
Contingency	<u>\$0</u>	<u>\$0</u>	\$1,500	\$1,500
Expense	\$24,930	\$32,156	\$29,476	\$33,925
Net Revenue (Earnings)	\$1,689	(\$5,517)	(\$1,176)	(\$1,900)

Total Assets 4/30/2022	
CDs	\$44,082.00
Windsor Federal	\$17,268.97
Total	\$61,350.97

ANNUAL REPORTS JUNE 2021 THROUGH JUNE 2022

CO-CHAIRS REPORT 2021 - 2022

submitted by Jack Gregory & Agnes Pier, Co-Chairs

The Coronavirus Pandemic has produced something of a silver lining for ALP. As you know, since March, 2020, members of the ALP Board of Directors have learned to use and apply the Zoom Teleconferencing Platform as the primary means of conducting ALP Classes and it has been a great success. This was very necessary if we expected to keep the UConn Adult Learning Program going with a minimum of disruption.

As the Pandemic began to recede somewhat, although uncertainty will no doubt be with us for a while, we began to see that opportunities were opening up for limited In-person classes. Therefore, beginning in January 2022 ALP decided to introduce a Hybrid class presentation format which allows for both In-Person attendance as well as attendance via Zoom. This approach provides maximum flexibility for both ALP members and our presenters as to the manner in which they prefer to participate in ALP classes. This optimal approach will allow ALP to greatly extend its reach to new presenters and potential new ALP members which is the reason I mentioned the silver lining. The ALP Board of Directors is continually attempting to position our organization as best we can in order to allow for continued growth notwithstanding our changing and uncertain operating environment and its potential impact on how or where the classes are presented. We appreciate both your support and patience as we proceed to introduce the technologies necessary to implement new ways to conduct our classes.

THE CURRICULUM COMMITTEE

Submitted Co-Chairs Kim Hunt & Tom Gworek

The last semester, Fall 2021, the Curriculum Committee presented 25 programs. All programs were presented on Zoom. The ALP Community responded supportively, with attendance ranging from forty to seventy in each of these presentations.

Zoom will continue as a permanent feature of ALP programming. During the current Spring Semester, we have begun working with, and improving, the "Hybrid" format. This format enables participants to elect either "in-person" or Zoom attendance. The ALP Executive Board has approved expenditures for added equipment which should remove some of the remaining inconveniences afflicting Hybrid.

The richly diverse efforts of the Curriculum Committee enable these presentations. Tom Gworek and Kim Hunt, co-chairs, as well as Cynthia Redman, Davida Crabtree, Beth Horlitz, Libby Merrow, Liz Burke, Carol Matzke, and Shirley Dudley, are routinely involved with the recruitment of these programs. All of that might come to naught but for the organizational talents of Jenny Gaines and Agnes Pier. Ed Savage deserves a special note, because he provided us with Professor Brennan Phillips' review addressing the futuristic technologies of Deep-Sea Exploration and, Professor David Jacobs' safety assessment of Connecticut's Railroad Bridges. If any who are not formally on the Curriculum Committee, have notions that would connect us with Presenters, please don't hold back. Give us a call.

Annual Webmaster Report- May 2022

Submitted by Donna Cote, Webmaster

www.alp.uconn.edu

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. All meetings and classes were held using Zoom as well as in-person and hybrid, for 2021 and 2022 terms.

The archive of Writings by Members was also expanded to include the most recent writings selected by our Creative Writing class instructor. 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 as well as a list of the current members of ALP's Board of Directors. Members were emailed relevant information when appropriate.

For the Fall Semester 2021 and Spring 2022, members had the ability to register and pay for classes on the website, which has proved very successful. It has provided our members with a more efficient option for registration. For the year, our website visits have increased, with an average of more than 350 visitors each month, an increase of 100 per month. We had a one-month high of 457 and it continues to rise. Members are encouraged to visit the website www.alp.uconn.edu the most current information.

ALP HORN NEWSLETTER 2021-2022

submitted by Bob Ellis, Editor

The usual fall, spring and summer issues were published and mailed on a timely basis. I completed my fifth and final year as the Horn's Editor. The newsletter continued to provide members with information relating to ALP events and activity - including each semester's curriculum schedule and registration instructions.

Beyond the usual, deserving recognition of new members and financial donors, there were numerous articles intended to educate, enlighten and entertain. There were profile articles about the Woodrings, Richard and Marie, founding member Flo Grieb, retiring Duncaster Representative Marilyn Stockton, and a reluctantly placed one about me. There were also creative contributions from several members of our writing classes, encouraging words from members of our Board of Directors to help us get through another year of Covid, and an introduction to the new concept of "hybrid" classes that offered a peek at ALP's future.

Of all the highlights, none deserved more attention than the smooth, behind-the-scenes transition of The Horn's editorship duties. After a long search for my replacement, we were fortunate to find someone with the required willingness, ability and dedication to effectively assume the Managing Editor duties. As evidenced by her successful publication of the Horn's summer edition, we can all be assured that the newsletter will continue to be an integral part of the ALP program in the capable hands of Carol Simpson.

EVENT & MEMBERSHIP SUPPORT COMMITTEE

submitted by Liz Burke & Sandy Slipp, Committee Co-chairs

In October of 2021, ALP held it's fall social. Due to Covid, the event was conducted on line. ALP Board members and attendees shared experiences that had shaped their lives as learners. Stories ranged from wonderful teachers who inspired a love of learning to encounters with individuals who taught us to respond through their suffering. All the stories were interesting and demonstrated the multiple ways that we learn. Although the social was one hour, it could have gone longer and all who participated enjoyed it.

Recently, Ann Winship and Sandy Slipp met with Marc Zirolli of Seabury's marketing team about putting out copies of the ALP Horn with Seabury materials for new and prospective Seabury residents. In the future, Ann, Sandy and Liz will meet with Renee Bernasconi, President and CEO of Seabury, to reinforce the importance of displaying the ALP Horn as part of its marketing program.