

## MINUTES OF THE MEETING

of the

### ADULT LEARNING PROGRAM BOARD OF DIRECTORS

30 October 2014

The Meeting of the Board of Directors of the Adult Learning Program was called to order at one o'clock on 30 October. There were present, Pete Cruikshank, Polly Ellis, Bob Ellis, Jim Yaeger, Marni Clark Patrick Hatcher, David Winer, Paula Fisher, Richard Woodring, Janet Murphy, Noreen Channels, guest and Bertina Williams, staff.

David Winer asked for suggestions for the approaching Board vacancies.

The August Minutes will be approved at the November meeting.

Noreen Channels provided a resume of the Access program and progress. The Survey of last spring was the impetus for the use of a unified database and additionally, Microsoft was no longer supporting Works, our current software.

The three tables of membership/registration, curriculum and course details will be interconnected but the members' data will be available only for Board and administrative use. The system will be ready for spring registration and staff has already had preliminary training. Noreen indicated that course evaluations will be archived, the ALP-Horn should not have to be reconfigured and a list of her suggestions is included.

A motion was properly made and duly seconded to create an ad hoc committee of the Board comprised of Richard Woodring, Bob Ellis and Noreen to pursue matters directed by the Board and indicated by Noreen at today's Board meeting and to work closely with the Curriculum Committee and ALP-Horn.

The motion was passed.

The issue of the Lottery for over-enrolled classes was addressed and it was agreed that the wording as presented in the Agenda addendum would be included in the ALP-Horn. The system should assure new members of a place in popular courses and give those who do not use the preference numbers an even chance to be included.

The Curriculum Committee was asked to address the comments of the Board regarding wait lists, Presenters' limits and time frame for the Lottery.

David Winer reported that Seabury's Marketing Department was concerned because ALPers are parking in spots reserved for prospective residents. It was suggested that Liaisons or Coordinators announce at each class that attendees must park in the appropriate lots at the top of the hill. While Seabury and Duncaster are under construction, there will be parking difficulties and changes at both facilities. Seabury may use a shuttle from outer lots.

10/30/2014

Patrick reported that there was no response to date from the University regarding the Memorandum of Understanding and that he was told that ALP was in line for consideration.

For the ALP-Horn, Jim Yaeger reminded all that the deadline for entering material in the upcoming issue was 3 November.

Treasurer, Janet Murphy, pointed out that ALP has realized \$20,000. of the \$24,000. budgeted and was in good shape for the year. ALP had not been charged for postage or copies by the University and had not been charged for two Annual Meetings by Seabury. ALP CDs were broken up into two \$10,000. entities, one for eighteen months at 4% and one at thirty-six months at 8%. Janet will report to the IRS at the end of November.

Reporting for the Bonding insurance, Bertina indicated that the cost would be \$608.00 per year.

A motion was properly made and duly seconded authorizing the payment of \$608.00 for the \$75,000. Bond.

The motion was passed.

Marni Clark, for the Communications Committee, reported that ALP had had a table at the Bloomfield Senior Center's expo. The Committee was also looking into the 'over 55' communities in Windsor and will investigate the same in Simsbury, West Hartford and Avon.

Curriculum Co-Chairperson, Richard Woodring announced that ALP was cutting back on courses as a result of the construction at Seabury. The Committee also is considering advancing the start of the Spring semester by two to three weeks effective in 2016.

Paula Fisher reported that the Membership Committee's Nominating arm was looking at a number of vacancies and asked for suggestions. She also reported that the Committee had changed the Annual Meeting format and venue to the following:

10:00 to 10:45 Heritage Hall for ALP Business Meeting

11:00 - 12:00 Heritage Hall for Speaker

12:15 - 1:00 Dining Room for formal lunch

There will be bus runs to the synagogue to accommodate the sessions.

Reporting for the Web site, Bob Ellis recounted his attempt to enter the biographies of Presenters but had to stop for want of information. He also has updated photos of the Fall Social.

The meeting was adjourned at three o'clock.

A True Record,



Bertina Williams

For Ann Parkhurst