

# MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

of the

ADULT LEARNING PROGRAM, INC.

27 April 2017

The Meeting of the Adult Learning Program's Board of Directors was called to order at one o'clock by Bob LaPorte. There were present: Phil Will, Bob Ellis, Shirley Morrison, Ann Winship, Bob Hewey, Dan Heuer, Libbie Merrow, Bertina Williams, guests Gwen Sibley, Noreen Channels, Marilyn Stockton, Tina Dupont, Donna Cote. Absent were Jim Yaeger Agnes Pier and Tobie Katz.

The Seabury staff indicated that they were working on the Annual Meeting details and that they were also working with Shirley Morrison and the Publicity Committee on promotional materials.

Noreen Channels gave a summary and review of the recent Survey findings. These are contained in a written document and can be sent if anyone would like a copy. The bottom line showed that members were happy with the course offerings, and the range of courses. Most liked the Preview Meetings and, as usual, had heard about ALP via word of mouth.

It was recommended that further surveys would not be helpful and that this has run its course. Should there be questions or problems with the organization or curriculum, these can be individually transmitted to the appropriate person.

The major issue seems to be the recruitment of volunteers and it was suggested that a person be placed in charge of this particular responsibility. The best method of volunteer recruitment is word of mouth although potential ALP members also seek out the written materials. Recognition of vols is also important and recognizing them at the Annual Meeting should be continued.

A Motion was properly made and seconded to discontinue the on-going Membership Survey. The Motion was passed.

A Motion was properly made and seconded to approve the slate of Officers and Directors of the Board of ALP to be presented to the plenary membership. The Motion was passed.

A Motion was properly made and seconded to approve the proposed budget for 2017 – 2018 to be presented to the plenary membership for approval. The motion was passed.

The Treasurer noted that a new CD was not purchased because of unknown expenses associated

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with the University move. The Extension department still does not know where they will be situated but it will not be Hartford. It was also reported that the filing for the 990W was done also. A Motion was properly made and seconded to accept the financials as presented. The Motion passed.

The Motion was properly made and seconded to accept the Minutes of the Meeting of the Board of 23 March 2017. The Motion was passed.

The Coordinator emphasized the need to receive the very short annual reports (1/4 page) from the Co-chairpersons of the Board, Curriculum, Membership and Communication as well as the Web and the ALP-Horn by 15 May 2017, Monday.

For the Membership Committee it was reported that the Annual Meeting has been arranged and that there would be entertainment at the luncheon. Coffee and... will be served at the 'top of the stairs' and there are still tote bags for new members and for existing members who do not have one. The speaker for the Preview Meeting in September will be James Judge, M.D. and the topic will be keeping the brain healthy; cognitive health.

The Curriculum Committee announced that the subcommittee working on the Preview Meeting changes decided on a social milieu with floating Presenters to answer queries about courses. Coffee and... will be served at the 'top of the stairs' and registrations will be taken as usual in the lower hall outside Heritage. A Motion was properly made and seconded to accept the new format for the Preview Meetings. The Motion passed.

Shirley Morrison for the Communication Committee reported that since parking was going to be an issue both at the Synagogue and at Seabury that there would be no full scale membership recruitment. The Committee will continue to do the two health fairs in Windsor and Bloomfield.

Bob Ellis reported that there was a 30% drop in web site visitors so far this year and emphasized that there was useful information on the site and more traffic should be encouraged. He also was pleased with the transition to the new Web Master, Donna Cote. Bob also reported that there would be a change in the dates for the Spring ALP-Horn mailings and that the current ALP-Horn had been mailed and already received.

The issue of remuneration for the Board of Directors and further analysis of the By-laws was postponed to the June meeting.

Also moved to June was a full discussion of the Constant Contact system for e-mail tracking and surveys.

A True Record,