

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

of the

ADULT LEARNING PROGRAM, INC.

21 August 2017

The Meeting of the Board of Directors of the Adult Learning Program, Inc. was opened by Co-chairperson, Bob LaPorte at one o'clock. There were present: Donna Cote, Bob Ellis, Gwen Sibley, Bob Hewey, Tobie Katz, Ann Winship, Dan Heuer, Ursula Korzenik, Bertina Williams and guests Tiffany Smith, Tess Dudek and Carolann Purcell.

Seabury staff reviewed the plan for parking: attendees for classes will park at Hilltop; attendees at the Previews and Annual Meetings will park at the Synagogue; and parking for committee meetings will be done by valet. Volunteers from each class will be identified and asked to be available to open door #18 for arriving class members.

It was properly moved and seconded to maintain the date of 1 November 2017 for the ALP Social. The motion passed unanimously.

The Minutes of the meeting of 22 June 2017 were accepted as read.

Treasurer Bob Hewey reminded those present that there was a budgeted deficit of \$7,500. and that some of that will be erased by the additional residents coming to Seabury in spring 2017.

The motion was properly made and seconded to renew for two years the Certificate of Deposit held by Peoples' Bank. The motion passed unanimously.

The Webmaster reported that all entries were up to date, that traffic was declining and asked if there could be a table at the Preview Meeting for the Website.

For the Communications Committee, Tobie reported that the table coverings were ready and that Shirley was working with Seabury to purchase give-aways at Health Fairs.

A written report from the Curriculum Committee was e-mailed to the Board prior to the meeting.

The Membership Committee reminded the group that the Preview Meeting will take place in the Main Dining Room and that the Presenters will circulate with a volunteer to answer questions from potential registrants. Prior to this, each Presenter will introduce him-/herself and give a brief resume of his/her course. A table will be available for the raffle and the draw will be at the

8/21 Minutes

business meeting. Dan Heuer indicated he was reaching out to the Director of the New Britain Museum to be speaker at the Spring Preview.

The topic of Presenter remuneration was discussed under Old Business and it was agreed that since ALP was not in compliance by offering this remuneration, the practice would end after the fall semester.

It was properly moved and seconded that the stipend to non-member Presenters and the gratis membership to ALP member Presenters would be terminated at the Spring 2018 semester. The motion was approved unanimously.

It was also agreed that a slate of Officers and Directors of ALP would be created showing an odd and even year grid for the election of same. It is to be on the agenda for the October meeting.

New Business entailed the discussion of the proposal to print an anthology of creative writing offerings from that class. It was concluded that the project might be a promotion for the class and also that there should be an imprimatur recognition for the printing costs by ALP in the frontispiece.

A motion was properly made and seconded to authorize the printing of fifty (50) copies of the Creative Writing booklet for a cost of not more than \$500.00. The motion was unanimously approved.

The meeting was adjourned at three-fifteen o'clock.

A True Record,

Bertina Williams
Secretary

8/21 Board mtg
minutes

MEMO

To: ALP Board of Directors

From: Bertina Williams

Date: 15 August 2017

These summer months are usually devoted to some housekeeping and this year was no exception. We culled out some paperwork that was over a decade old and also began work on the Preview Meeting as well as the Publicity packets that are distributed by volunteers to eleven towns' grocery stores, Town Halls, churches and public places.

The ALP office will be moving up one floor to a much larger and brighter space. We will share it with the *Thistle* staff, the Duncaster newsletter, but they use their area only one afternoon every three months. We are looking forward to the new space.

We have also received a donation of over two hundred CDs and that plus the Duncaster library plus our own holdings will have plenty of space in the new office. These new CDs were donated by William Zboray, a long time ALP member and former history teacher, and they are of historical content. We need a volunteer to list them if anyone has someone in mind. We have acknowledged this generous contribution by Mr. Zboray in writing and the donation will be noted in the next ALP-Horn.

The Extension Office at the University is also moving as part one of a permanent relocation. They are staying on the West Hartford campus but moving into the IT building which is right next door to their current building, the old Law School, now the Library. They think they might be moving someplace permanently by the late fall. They have no firm dates for either move. We were more than concerned because of our many fall deadlines: the Preview Meeting, the Social, the confirmation letters, Presenters' syllabi, class materials, etc. but I was reassured that all they have to do is plug in the copy machine and we'll be in business.. The mail delivery will be another issue because all our mail will go to the Hartford campus and be hand delivered back out to Extension. Everything will be delayed but we can deal with it somewhat by shortening the turn-around time for registrations as much as possible.

To: Adult Learning Program, Inc.
Board of Directors
From: Bertina
Date: 26 October 2017
Re: Coordinator's Report

Registrations seem to have stopped so we can offer enrollment figures that are accurate according to the Access program and today's date:

	2015	2016	2017
At Large	154	125	141
Seabury	110*	121*	115*
Duncaster	4	6	5
Total	268	252	261

* This does not include Seabury At Home.

Access tells us that these enrollees took an average of 6.2 classes and we know that we lost two registrants because of transportation issues and two because of the long walk from parking to class. We also lost four because they enrolled in limited classes only and didn't make the lottery. Donations totaled a stunning \$1,735. and of this we had seven \$100 donations and four \$50.00 donations. There were sixty-one donors. On the other side of the ledger, Presenters' remunerations totaled \$1,400.

As Bob Ellis has already informed you, the UConn office has been moved from the library/law school across the street to the former IT building and I am told again that this will be temporary. Storrs has evidently narrowed down the future options to two or three and we should be informed of the decision in a couple of weeks but they are expecting there will be several months' of renovation and space preparation.

Five ALP Guest Coupons were returned and we will follow these folks as well as send them ALP-Horns for the Spring.

Regarding work product, we supplied the publicity volunteers with packets for Town Halls, libraries, markets, etc. in Greater Hartford. We are still looking for a volunteer to cover Farmington. We thank Tobie Katz for covering Bloomfield. We distributed pre-meeting materials for the Curriculum and Membership Committee meetings and scribed and distributed the Minutes of same. We sent out Enrollment and Sign-In materials for the class Liaisons and

prepared and delivered the Presenters' checks. Of course we registered, enrolled and confirmed registrations by return mail of the 261 members.

ALP was the recipient of over 200 historical CDs as a bequest from William Zboray, a former resident of Seabury. They really need to be listed if not catalogued before we can offer them to the members. Most are American History material and range from one or two in a series to ten to twelve. I understand he taught Middle School and High School . Again, we are looking for someone to do an inventory of these.