

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM. INC  
October 22, 2020

The meeting was called to order by Jack Gregory at 1:03p.m. Members participated via Zoom.

PRESENT: Donna Cote, Bob Ellis, Louise Fisher, Jack Gregory, Kimball Hunt  
Tom Gworek, Errol Matzke, Agnes Pier, Sandy Slipp and Phil Will

MINUTES: The minutes of the September 10, 2020 meeting were approved as presented.

ANNOUNCEMENTS: No new information from Seabury but they are continuing to allow Seabury residents who are non-computer users to view ALP Zoom classes in their meeting rooms.

CO-CHAIRPERSONS' REPORT:

- Jack thanked the members of the board for a job well done on the Preview Meeting and the Annual Meeting. A listing of FY 2021 BOD members was provided as well as the minutes of the Annual Meeting.
- As expected, there was no response from ALP members regarding volunteers for assistance with the Website or the ALP-Horn.
- A form for volunteers to complete will be posted on the ALP Website.
- It was decided that ALP will not have a speaker at the January 19, 2021 Preview Meeting, however we will definitely have one at the Annual Meeting in June.
- ALP will discuss the merits of conducting a member survey after the first of the year.
- After considerable discussion, it was decided that the lead article for the spring ALP-Horn will feature Donna Cote and the duties of the Webmaster.
- Jack was asked to draft a thank you letter to the membership to acknowledge and thank them for their participation in our Zoom programs.

TREASURER'S REPORT:

- Total revenue much higher than expected at this point in FY 2021 due to 58 new members and donations. Net assets increased over August by \$3,088.35.
- Much discussion occurred about the cost of liability insurance for Hikes sponsored by ALP. ALP budgeted \$1,200 for the cost of the insurance for FY 2021 but the annual cost has risen to \$2,200. It was decided as a policy matter that ALP should no longer subsidize the insurance for hikes and each participant would have to pay \$30 (three hikes at \$10 per hike) if they chose to participate. Kim Hunt will contact Kevin Gough to advise him of ALP's new position and get his feedback.
- The Treasurer's Report was voted on and accepted. Errol was approved to send the checks to pay the honoraria for the fall semester.

### COORDINATOR'S REPORT:

- There were approximately 250 registrations for the fall semester with an average number of 5.56 courses per member. Our Zoom courses were very well received. We have 58 new members for this fall semester.
- Agnes mentioned that Phase 2 of upgrading ALP's administrative systems is to take what a member puts into the website regarding course selections and have it automatically feed into the database where all the other information about the member is located. Phase 1 of this administrative upgrading effort was completed when the Online Registration System became available for use.
- ALP will continue to pay Zoom \$50 per month to assure we can accommodate 100 or more members in our classes.
- Agnes will prepare a new ALP Administrator profile for publication in the ALP-Horn. It will be used to solicit candidates for the position to replace Agnes.

### COMMITTEE REPORTS:

**WEBMASTER:** The website is up to date. A volunteer form will be added to make it easier and more convenient for members to volunteer.

#### **ALP-HORN:**

- The deadline for submission of information for the next ALP-Horn is November 16th.
- The spring ALP-Horn will be delivered to the printer on December 12, 2020.
- The Horn will be mailed and posted on the website on December 28, 2020.

**COMMUNICATION:** No report

#### **CURRICULUM COMMITTEE:**

- The fall Zoom courses are going very well with good attendance.
- Tom and Kim have approximately 29 prospective presenters for the spring semester.
- Kim will prepare a write up for the ALP-Horn to remind members what to do and how to act during a Zoom class.

#### **EVENT AND MEMBER SUPPORT COMMITTEE:**

Louise and Sandy will prepare and send welcoming letters for new members.

Agnes will supply ALP Letterheads and envelopes.

**ADJOURNMENT:** At 2:45 p.m.

**NEXT MEETING:** November 19, 2020 at 1:00 p.m. We will be using Zoom.

Respectfully submitted,

Jack Gregory - Co-Chair (Assistant Secretary)  
Alice Cruikshank- Secretary (Hurry Back)