

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
November 19, 2020

The meeting was called to order by Jack Gregory at 11:05am. Members participated via Zoom.

PRESENT: Donna Cote, Alice Cruikshank, Bob Ellis, Jack Gregory, Tom Gworek, Kimball Hunt, Errol Matzke, Agnes Pier, Phil Will and Ann Winship.

MINUTES: The minutes of the October 22nd meeting were corrected as follows:  
In the Treasurer's Report, the amount budgeted for the cost of hiking insurance was changed from \$1,200 to \$600. In the ALP-Horn report, the delivery date to the printer was amended to "on or before December 12, 2020." The minutes were approved as amended and corrected.

ANNOUNCEMENTS: Seabury, in compliance with new state regulations, has shut down rooms for viewing of programs. Tiffany may set up iPads for those without computers. Seabury will be addressing the issue of insufficient bandwidth by switching from Sentric to Comcast for service in March, 2021. There has been a positive response to the availability of the Beethoven recordings on our website.

CO-CHAIR REPORT:

1. MEETINGS: The Preview Meeting is now scheduled for January 12th and the next board meeting will be on January 5, 2021 at 1:00 p.m. The schedule had to be revised. Please take note.
2. Louise Fisher has contacted Walter Woodward, CT State Historian, for the Annual Meeting Speaker. Following our meeting, Louise emailed that she has received confirmation of Walt Woodward willingness to speak.
3. Jack inquired about the status of the development of the Volunteer Form to be placed on the Website. Donna will work on this. Also, the possible rearrangement of headings was discussed but the question of linkage related to any rearrangement needs to be investigated before final decisions are made.
4. HIKES: There was much discussion about a fee to cover ALP's liability insurance for the hikes. It was decided that an additional line will be added to the course description in the spring ALP-Horn stating that an additional fee will be required. It was decided that Tom would contact Kevin Gough, hike leader, ASAP to again discuss the fee issue. It should not be Kevin's concern that ALP gets reimbursed for the liability cost of the hikes.
5. LONG TERM PLANNING: Jack stated the need for development of a long-term plan to grow ALP's membership and particularly to aim for diversity. An outline for such a plan is now in place and calls for ALP BOD volunteers to visit targeted retiree organizations and civic clubs (Zoom or face-to-face if possible) in order to directly spread the message about the benefits of membership in ALP. Detailed

handouts describing ALP and conveying contact information would be provided directly to participants along with a copy of the most recent ALP-Horn. This appears to be the most effective way to encourage additional membership. The timing to implement such a program is now planned for June, July and August of 2021 ahead of the fall semester. Extra spring ALP-Horns will be printed to accommodate this effort. As in the past, we will continue to distribute ALP-Horns to various organizations in the local area.

TREASURER'S REPORT:

The Treasurer's report was approved as presented. Errol will make changes to the online registration forms for clarity.

COORDINATOR'S REPORT

Agnes discussed the ALP Administrator Job Description and the posting in the ALP-Horn. She encouraged the board members to help find candidates.

COMMITTEE REPORTS:

Webmaster:

Donna reported about 300 people visit the site per month. She will update the site and reload pictures.

ALP-Horn:

In the next edition, Bob will place the article on Donna on page 3 and an article on the Preview Meeting on page 1.

Communication: No report

Curriculum:

Tom and Kim reported the Spring Semester is all set with 25 courses, 16 of those having multiple sessions.

Event and Member Support:

We had 58 new members for the fall semester. Welcoming letters will be sent to the new members in early December in order to officially welcome them to ALP.

ADJOURNMENT: The meeting was adjourned at 12:38 pm.

NEXT MEETING: January 5th, at 1:00 pm. We will be using Zoom.

Respectfully submitted,

Alice Cruikshank - Secretary

Jack Gregory - Assistant Secretary