

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
February 25, 2021

The meeting was called to order by Jack Gregory at 1:10 p.m. Members participated via Zoom.

PRESENT: Donna Cote, Alice Cruikshank, Bob Ellis, Louise Fisher, Jack Gregory, Kimball Hunt, Tom Gworek, Jenny Gaines, Errol Matzke, Agnes Pier, Marilyn Stockton, Ann Winship and Phil Will (ret.)

ANNOUNCEMENTS: Nothing new about Seabury's reopening plans.

MINUTES: The minutes of the meetings of January 5th and 25th were approved as presented.

CO-CHAIR'S REPORT: Jack:

1. Jack reminded us that the revised By-Laws will need to be approved at the Annual Meeting, June 8th. Bob has agreed to organize them and make the presentation.
2. Agnes stated that a packet will be mailed to current members. It will include: Announcement of the Annual Meeting, Information re the By-Laws, Committee Reports, Financial Report, and the slate of board members to be elected.
3. Jack will discuss with Louise obtaining biographical information from Walter Woodward for the ALP-Horn.
4. Marketing via Facebook was introduced as a possibility, and the benefit of finding someone for the Communications Committee who could develop this avenue for the future marketing of ALP. A notice will be placed in the summer ALP-Horn asking for volunteers.
5. Jack reminded the Board that terms are expiring for several members. This was an alert to be thinking about re-election as well as possible new board members

CO-CHAIR'S REPORT: Agnes:

1. McAuley- We have had no further contract with McAuley. Jack and Agnes will discuss our future relationship with them which will include getting payment for past courses presented and as well as our new policy of allowing only individual memberships in the future.
2. Presentation on ALP's data bases:  
To educate the Board on the complexities and capabilities of ALP's information technology, Agnes gave a detailed demonstration on the flexibility and capability of the many interactive databases with which she now works in order to adequately service the needs of ALP. She described them as extraordinary and credited Noreen Channels for much of the installation.

### TREASURER'S REPORT:

Errol reported that despite our current expenses, he expects we will be in a good position by the fall. Considering membership payments and donations, ALP received over \$13,000 in income in January.

He reported that insurance for the hiking course is \$410.00, and that the fee per hiker will be \$10.00. Jenny will send a request for payment to those members who have registered.

### AMINISTRATOR'S REPORT

1. Jenny has learned new tasks and accessed all necessary tools and visited the Seabury office. The following statistics were presented:
2. Jenny reported there are now 246 members, taking an average of 7 courses. Current enrollment numbers by location;  
Seabury 121 - Duncaster 3 - Other 122  
Average attendees per course - 76 Highest 123, Lowest 7

Ann requested course evaluations be sent to the Curriculum Committee.

### COMMITTEE REPORTS:

**Webmaster:** Donna reported up-dating the website

**ALP Horn:** Bob will send an email to remind BOD members of what is needed and when for the summer ALP-Horn. Various opinions arose about the articles to be included in the summer ALP-Horn and it was decided that anyone could submit ideas to Bob by mid-March for his review and decision. Bob will get a new estimate from Budget Printers regarding the direct mailing of the ALP-Horn postage cost which we can compare with the cost of using the mailing indicia from UConn.

**Curriculum:** The possibility was raised for some face-to-face in combination with Zoom classes in the fall. This possibility will be further investigated. There are 25-27 potential courses for the fall semester.

Bob Ellis suggested that the breaks during the Zoom courses should be at least 10 minutes long and the introduction of new presenters could be better.

**Event and Membership Support Committee:** Louise was ask to get the Bio from Walt Woodward for the summer ALP-Horn since April 5 is the date it needs to be provided to Bob. Louise was also asked to find candidates to fill the Communications Committee slots with an eye out for people with Facebook experience.

ADJOURNMENT: The meeting was adjourned at 3:04 p.m.

NEXT MEETING: The next meeting will be on March 25th at 1:00 p.m. via Zoom.

Respectfully submitted,

Alice Cruikshank  
Secretary

