

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

The meeting was called to order by Jack Gregory at 1:05 p.m. Members participated via Zoom.

PRESENT: Donna Cote, Alice Cruikshank, Bob Ellis, Jack Gregory, Kimball Hunt, Tom Gworek, Jenny Gaines, Errol Matzke, Sandy Slipp, Ann Winship and Phil Will, (ret.)

ANNOUNCEMENTS:

1. Seabury: Jack stated there is no new information from Seabury regarding opening up to in-person gatherings in the fall.
2. The complications which will arise when face-to-face class are allowed was also discussed in light of Seabury's social distancing requirements and their need to protect their residents. This is one reason why ALP has not initiated an expansion program. Another reason is the ability to do face-to-face classes in combination with Zoom programs is still being investigated.

MINUTES: The minutes of the February 25, 2021 meeting were approved.

CO-CHAIR'S REPORT:

1. Jack announced that Alice Cruikshank and Louise Fisher will be leaving the ALP Board at the end of this fiscal year.
2. Mail – Jack stated that he and Jenny visited the UConn mail center to acquaint Jenny with the current process in picking up ALP mail.
3. It was decided that no Facebook ad would be placed in the ALP-Horn. Instead, an appeal will be made for a Facebook experienced person to be a Co-Chair of the Communications Committee. Initially, this appeal will be made by announcing the need for a person before the second session of each remaining ALP course during the spring semester
4. The draft agenda for the Annual Meeting on June 8 was discussed.
5. The deadline for submission of the committee reports and others inputs needed and outlined on the draft Annual Meeting agenda is May 1. The complete package will need to be sent to the printer by May 10 in order meet the mailing date to the membership now scheduled for May 20.
6. Walt Woodward, State Historian, will be the featured speaker.
7. Jack noted that we have three board vacancies to fill (Secretary, EMS Co-Chair and Communication Committee Co-Chair). Board members are encouraged to submit the names of people they can personally recommend for these positions.

TREASURER'S REPORT:

1. Errol presented a numerical report and a graph indicating our financial position and some history. He added that under "Year end membership dues", the figure

should be \$1,525.00, and that the figure "170" indicated how many members have paid their registration fee by credit card.

2. He asked for input from the Board for his report at the Annual Meeting.
3. He has paid \$400, the minimum fee, to the insurer for the Hikes course. Most members who have registered for the hikes have paid the \$10.00 fee, either through the website or by check. Reminders will be sent to the remaining members who have not paid before the hikes begin.
4. He asked if anyone knows who is paying our QuickBooks account.
5. Errol will present a more detailed report at our next meeting, as requested by Jack. The form used in 2020 would be preferred.

The treasurer's report was accepted as presented.

#### ADMINISTRATOR'S REPORT: Jenny -

1. March Courses: All three courses have ended and requests for evaluations will be sent next week. Over 200 completed evaluations have been received.
2. New Courses: Reminders have been sent out, including a syllabus for "Beloved". Registrants are asked to read a 59-page summary before classes begin.
3. The "Birding" course is oversubscribed with 38 members signed up. Jenny will send reminders to all registrants. The course is limited to 15 participants.
4. We have a new payment tab on the registration site, thanks to Errol. It is "Special Events Registration", including an opportunity to donate.
5. Thank you, letters have been, sent to persons who have made donations.

#### COMMITTEE REPORTS:

##### **Webmaster:**

1. Donna reported that the current by-laws are now posted on the website. They will be available to members who wish to review them in conjunction with the proposed by-law changes which will be sent to the membership in advance of the Annual Meeting.
2. Kim Hunt has produced a piece for the website and was encouraged to produce more. Donna will encourage other members to do the same. At some point, she may want to post a reminder on the website or prepare an email

##### **ALP-Horn:**

1. Bob reminded us that April 5 is the date he needs the materials for the ALP-Horn.
2. Agnes will write an article about Jenny for inclusion in the Horn.
3. It was decided that Budget Printers would affix the mailing labels to the ALP-Horn at a cost of \$62. However, we will continue to use the UConn mailing indicia for postage.

##### **Curriculum Committee:**

1. For the fall semester a maximum of 25 and minimum of 20 classes are proposed. Two presenters are available for in person courses only. The others are proposed for Zoom presentation.
2. Awaiting developments at Seabury, but for now all programs are planned to be presented via Zoom.
3. Bob Ellis recommended to Tom and Kim that they may want to check out other adult learning websites as a source of leads for additional speakers. He mentioned

the Middlesex Institute for Lifelong Education (MILE) as a good place to begin. MILE is sponsored by Middlesex Community College and they have an attractive website (mileonline.org) with some very interesting speakers. Tom agreed to check this out.

**Events and Membership Committee:**

1. Work on the Annual Meeting speaker and candidates for open positions continues.
2. Sandy stated that she wants to serve a supporting role and not the primary role on the Event and Membership Committee.

NEW BUSINESS:

1. Kim has an article concerning a statue of Sam Stone from the Courant relating to the Ancient Hartford Burial Ground, the subject of a popular course just ended. Bob suggested it be submitted for the fall ALP-Horn.
2. Kim offered to send a copy of his new book of poetry to anyone who contributes \$17.50 to ALP. The motion to approve this plan was passed and a notice will be placed in the summer ALP-Horn.
3. The idea of ALP receiving donations for goods produced by ALP members was discussed and it was decided that approval for anyone else to do the same would be on a case-by-case basis.

ADJOURNMENT: The meeting was adjourned at 2:45 p.m.

NEXT MEETING: The next meeting will be on April 22nd at 1:00 p.m. via Zoom.

Respectfully presented,  
Alice Cruikshank  
Secretary