

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

April 22, 2021

The meeting was called to order by Jack Gregory at 1:04 p.m. Members participated via Zoom.

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

ANNOUNCEMENTS:

1. Seabury: Ann Winship will continue to coordinate with Tiffany Smith regarding their meeting policies in conjunction with of Zoom programs.
2. Jack remarked that there are continuing unknown factors related to COVID and we should not assume Seabury will be ready in the all to welcome people other than its own residents to in-house programs even if “the coast appears clear” to outsiders. Opening the doors to non-residents would probably create an additional administrative burden and require some form of social distancing which would limit the number of participants. Fortunately, through the use of Zoom, ALP can adapt to whatever Seabury meeting policies are in place and possibly even thrive.
3. Office phone: Agnes said the Seabury office phone has lost its forwarding capability and she will work with Tiffany to get it fixed.

MINUTES: The minutes of the March 25th meeting were approved as presented.

CO-CHAIR'S REPORT: - Jack & Agnes:

1. Annual meeting agenda: Agnes reported she has a nearly complete collection of items for the mailing to go out May 20th. She reminded members of the May 1st deadline for items to be sent to her. When she has received all information, details of formatting will be finalized. She will work with Bob Ellis on the most user-friendly way to present the bylaw summary in the annual meeting package.
2. ALP slate for 2021-2023: Jack presented the slate, including two new board members: Elizabeth Burke for Co-Chair of Events and Member Support Committee, and Beth Horlitz for Secretary. The board voted and approved their inclusion on the slate.
3. Jack and Agnes asked Phil Will if he would consider rejoining the board as a Co-Chair of the Communications Committee focusing on Facebook. Phil declined due to health reasons but agreed to provide an outline/job description to help guide our thinking as we prepare to fill the position.

TREASURER'S REPORT:

1. Reports: Errol presented two reports: the first for 2021 through March 31, the second for the fiscal year, from 7/1/2021 - 6/30/2022. He stated the administrator's compensation may be raised due to work associated with the Annual Meeting. The outlook for 2022 is based on the expectation of 250 members. The preliminary reports were approved.
2. Bob inquired if an instrument other than the CD would give a higher interest. Errol stated that a mutual fund would not be practical, given the small amount we have to invest.

### ADMINISTRATOR'S REPORT:

1. Courses: Jenny noted that 3 Courses will end in April and evaluations will be sent.
2. The letter to presenters has been revised.
3. The decision made at the last meeting to have Budget Printers attach address labels to the ALP-Horn has been rescinded. Bob Ellis requested that future Administrator Reports be in narrative form in order to provide more information and greater clarity. Jenny agreed.

### COMMITTEE REPORTS:

#### **Webmaster:**

1. Donna reported no changes since the last meeting. An annual meeting announcement and Walt Woodward's bio will be posted on the website on May 20.
2. Agnes asked that an announcement of the Beethoven program be added with information on how to access the Beethoven recordings on the website.

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

Bob reported he has received a proof of the Horn, which is at the printer. Jenny and Agnes will pick them up. Budget Printer's will not do the labeling.

#### **Communications Committee:**

Louise reported no current action. She stated that Walt Woodward is a very experienced Zoom presenter. Agnes will contact to confirm no Zoom needs.

#### **Curriculum:**

1. Kim reported ALP is on track for 22 courses for the Fall Semester.
2. Discussion regarding MILE, the Adult Learning program in Middletown. Tom will contact a representative to learn about their programs and report back to the board. MILE and other adult learning programs may be an excellent resource for future presenters.

### NEW BUSINESS:

1. Kim will send an email to Howard Sprout's course participants reminding them to join the class by 9:45am and to mute themselves.
2. Bob recommended that we consider conducting a new survey of members in an effort to identify those with the talent and interest to fill board positions. Agnes will examine the 2014 survey and get ideas as to how to proceed.

ADJOURNMENT: The meeting was adjourned at 2:43 p.m.

NEXT MEETING: The next meeting will be on May 27th at 1:00 p.m.

Respectfully presented,

Alice Cruikshank,  
Secretary