

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
July 22, 2021**

The meeting was called to order by Jack Gregory at 1:05 PM. Members participated in person in the Seabury Board Room.

**PRESENT:** Donna Cote, Bob Ellis, Jack Gregory, Tom Gworek, Jenny Gaines, Errol Matzke, Agnes Pier, Sandy Slipp, Elizabeth Burke, Beth Horlitz, Marilyn Stockton

**ANNOUNCEMENTS:** ALP had a successful year via Zoom. Kimball Hunt and Ann Winship could not attend this meeting. Seabury will still allow 50 participants per meeting room. Seabury may allow more in time. All Fall ALP classes will be by Zoom.

**MINUTES:** The minutes of the June 24th meeting were approved as presented.

**CO-CHAIRS' REPORT:**

Jack said that we appreciate all the work that went into the preparation of the ALP-HORN. Agnes prepared the Administrative Guidelines. Jenny is the Administrator now. This is a new title. The Administrator used to be called the Coordinator. Thank you, Agnes, for all the work. There was much discussion about the Binder and what is still needed to be in it.

**TREASURER'S REPORT:**

The Board members have all signed our Conflict of Interest forms. Errol's record of the income total for the fiscal year is \$30 different than the bank's total. He is working to find the discrepancy. ALP has lots of money. We should consider paying our speakers more. Our reports should have a deadline of a week before our next monthly meeting. The Board accepted the Treasurer's report.

**ADMINISTRATOR'S REPORT:**

Jenny stated that the curriculum is all set and the binders are all set. Agnes will restrict certain pages of the website to the Board where we can place our reports. These will be **TO VIEW ONLY** pages. It was proposed that Agnes and Jenny and John Wavers will work on maintaining an archive of documents on the ALP website.

**COMMITTEE REPORTS**

**Webmaster:** Donna will be doing monthly ALP Website Visitors reports. There were 225 visitors during the Spring semester. More visitors come each year. She posted the 4 poems by Kim and Susan Post from the Creative Writing class. The **Tell a Friend Flyer** is on the Home page.

**Curriculum:** The Fall semester classes are all set and they will all be presented via Zoom. The curriculum will be uploaded to the website when the paper ALP-Horn goes to the printer.

**ALP-Horn:** The reviewers are looking at the Horn. We decided to not use the term "seminar" to describe multi-sessions. They will be called only "multi-sessions."

Bob would like to prepare someone to take on the ALP-Horn job at some point. Jack said Bob should prepare a list of his duties so possible successors know what the job entails.

**Events and Member Support Committee:** Liz and Sandy offered some creative ideas for virtual socials via Zoom. There could be evenings of chat or music or poetry. There was much discussion by the Board members about what might appeal to the ALP members.

**ADJOURNMENT:** The meeting was adjourned after 3 PM.

**NEXT MEETING:** The next meeting will be Thursday, August 26 in the Seabury Board Room at 1 PM.

Respectively presented,

Beth Horlitz