

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
August 26, 2021

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

PRESENT: Donna Cote, Bob Ellis, Jack Gregory, Jenny Gaines, Errol Matzke, Sandy Slipp, Elizabeth Burke, Beth Horlitz, Kimball Hunt, Ann Winship

ANNOUNCEMENTS:

Seabury will let us know when ALP can meet in person. Thank goodness we planned for a Fall semester via Zoom.

MINUTES:

The correct spelling of John W's name is Waiveris. The **Tell a Friend** page is not on the opening page of the web site but can be found easily on the web site. The minutes of the July meeting were approved.

CO-CHAIRS' REPORT:

Agnes is not here today. The ALP-Horn just came out and it looks good. The photos of Kim and Liz look good. We look forward to good responses. We have received a dozen credit card applications already. The Binder work goes on. Jack discovered that job descriptions of most jobs were available from years ago. We need to look at the old and new descriptions to see what is valid and what is not. There are old and new descriptions of the EMS committee. The Curriculum Committee has an oral tradition. What is the procedure if someone leaves a position? Assistants for Donna and Bob need to be found.

TREASURER'S REPORT:

Errol worked on the discrepancy between the bank statement and his records. He got it down to \$6 and decided that was good enough if we agreed. He thinks one of the checks got entered twice. Our bank total is \$21,424.41. Included in the duties of the

treasurer is to keep the records of activities. Errol has been working on that for several weeks. Anything financial needs to be on paper. Errol has a list of the records we should keep according to the bylaws. The best way to keep the documents on the internet is via Google docs. Errol gave us a demonstration of Google docs. Phil Will had set it up for ALP. It is the same system as Windows. Errol will ask Phil to make him an editor of the ALP documents he created so he can duplicate the categories Phil employed. It will be set up so others cannot change anything in it. It will be the property of the ALP Administrator. Cost is not an issue for using Google docs. We want to make sure ALP is ransom proof. Our goal is that the ALP information is on the Internet so everything is documented for the present and the future. Jenny and Errol and Agnes will continue to work on this.

The Board accepted the financial portion of the Treasurer's report.

#### ADMINISTRATOR'S REPORT:

The binders are a moving target as they are updated and streamlined.

The procedure for the ALP programs is that Jenny invites the presenters and then the coordinators ask the presenters if they need help with Zoom.

#### COMMITTEE REPORTS

##### **Webmaster:**

The Horn has been uploaded to the web page. 252 people accessed the web page in the last 30 days. Many are brand new inquires. The top referring sites are search engines as distinguished from directly gogging us.

Kim will be the master of ceremonies for the preview meeting and mention the **Tell a Friend** flyer again.

We had agreed in the July Board meeting that we would not use the word seminar to describe a multi-session. Yet we used the word seminar in the ALP-Horn.

An ALP member submitted a poem to the web site directly. Kim said that he needs to review any submissions if they are identified as coming from a member of the Creative Writing class before they go on the web site. Donna continues to work on the binders.

The appeal for the Horn editor has no takers so far. Jack said we need to get a fish on the line before we get the net out. Bob said that the Communications Committee is a publicity committee and we have survived without it. Publicity and promotion are improving. ALP has a Facebook page which we need someone to work on. Posting on social media enables building an outreach.

Kim said that the planning on the content and tone of a presentation, particularly in an outreach to the non-white portions of the community need to distinguish "inclusion" from "partnering". Inclusion is likely to be interpreted as being absorbed or subsumed. Partnering preserves identity.

### **Curriculum:**

The Curriculum Committee meets September 2. So far there are 5 courses set for 2022 and 29 in the murky category.

### **Events and Member Support Committee:**

Liz and Sandy reached out to the listed members of the committee. Of the 24 members only 8 said they would continue. But only for periodic help. There was only one positive response. Louise Fisher provided advice. Sandy and Liz propose that we have a Zoom meeting for ALP members where the ALP Board members describe a learning activity that was significant to us. This hooks into the purpose of ALP which is learning. These should be 2 to 3 minute presentations. This format has worked

for the Seabury Women Together group that meets on Zoom. There was much discussion. The Board voted unanimously in favor of this ALP social event for either October 14 or 21. The time needs to take into account the Seabury dinner hour of 5 PM.

There was no old business to discuss.

**ADJOURNMENT:** The meeting was adjourned at 2:57 PM.

**NEXT MEETING:** The next meeting will be Thursday, September 23 at 1 PM probably by Zoom.

Respectively presented,

Beth Horlitz