

ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **April 28, 2022**
Time: 1:00-3:00 pm
Place: IN-PERSON at Seabury
200 Seabury Dr.
Bloomfield, CT 06002

1. ANNOUNCEMENTS

2. MINUTES OF THE PREVIOUS MEETING

3. CO-CHAIRPERSONS' REPORT

Ukraine Program – May 19 @ 7PM in the Seabury Chapel
Hybrid-
New Tech Purchase - Wireless Mics

4. TREASURER'S REPORT

March Reports attached.
Our year-end outlook has not changed substantially since January, still looking at a loss of about \$3000 to plan and \$4000 absolute. Errol

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

"Horn Printing Options"

From Carol:

Regarding the minutes of last meeting:

Bob Hewey (my husband) is NOT working on getting ALP a better rate on QuickBooks. He did let Errol know of a way that non-profits can get that low rate. I believe Errol was going to look into it.

Regarding the Horn. Bob Ellis and I collaborated on this first "shared" edition, and from my vantage point, the process went smoothly and the result was good. Thank you to all those who got writings in quickly and were helpful about keeping me "in the loop". I felt very relaxed about working on the issue, since Bob is still ready to jump in with his experience and expertise. In fact, he was more than a design editor for this issue, but that is PERFECTLY OKAY with me, since I'm also in the midst of producing Seabury Voices. Happy spring to you all! Carol

c) Communication Committee

d) Curriculum Committee

e) Event & Membership Support Committee

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC.
March 24, 2022

The meeting was called to order by Agnes Pier at 1:05 PM.
Members met in the Seabury Boardroom.

PRESENT: Donna Cote, Jenny Gaines, Errol Matzke, Sandy Slipp, Elizabeth Burke, Beth Horlitz, Ann Winship, Tom Gworek, Bob Ellis, Carol Simpson, Agnes Pier, Marilyn Stockton

Richard Woodring will present a hybrid class on Ukraine on May 19 at 7 PM in the Seabury Chapel to the Seabury residents and the ALP members. Jenny, Brian Harris and Ann will work on the logistics of that presentation. Rus Kuzmenko, Seabury CFO, who has family in Ukraine will participate in the presentation.

The Mahler class presented by Howard Sprout is an in-person only class. 42 people came to the first class. Howard will upload to the ALP website the power points at the conclusion of the 3 classes.

We use all our own equipment.

The February minutes were accepted.

John Waveris, our tech support person continues to move the data base to a more stable environment.

The Slate of Board of Directors positions to be voted on at June annual meeting to be elected for 2022 - 2024 are :
Agnes Pier for ALP Co-Chair, Carol Simpson for ALP-Horn Managing Editor, Tom Gworek for Curriculum Committee Co-Chair, Sandy Slipp for Event and Member Support Committee Co-Chair, Ann Winship for Seabury Member-at-Large. We hope we will be voting on Communications Committee Co-Chairs.
Marilyn said only 6 Duncaster people belong to ALP so there is no need for a Duncaster representative on the Board. But please continue to drop off 25 Horns to Duncaster.

We still need a Communications person. The Communications person worked at the community health fairs before the pandemic.

Susan Campbell will be our speaker in person at the June 7 Annual Meeting. Davida will introduce her. We will have our business meeting then as well.

We hope Seabury will resume coffee and tea for our in-person classes.

Sandy and Liz will ask Seabury if the ALP members can have lunch in the MDR on June 7.

Errol said that we added 8 new members in February and 5 new members in March. 14 people have signed up for the hikes. ALP has 244 members now.

The Records Storage Project is moving along. The old minutes and annual reports are in QuickBooks. Bob Hewey is working on getting a \$75 rate for QuickBooks since we are a non-profit.

The system upgrade is highly complex. It could cost \$20,000. So patching is being done instead. Overall, things look good.

The treasurer's report was accepted.

For the ALPHorn Carol needs an article on Susan Campbell. Ann will provide parking information. Jenny will provide a list of new members and donors.

The Curriculum Committee has a firm 25 courses for the fall 2022 semester.

Sandy and Ann did talk with Marc Zirolli about putting out copies of the ALP Horn with Seabury marketing material at marketing events. He was enthusiastic about doing so. However, Beth noted that at the most recent such event no ALP Horns were

out. She and Carl and Errol and Carol were Resident ambassadors at that event and all talked with perspective residents and SAH members about the value of ALP.

Liz said that we need more streamlined meetings. Several of us agreed wholeheartedly.

The Board of Directors will next meet on Thursday, April 28 at 1 PM in the Board room.

The meeting adjourned at 2:42 PM.

Respectively submitted,

Beth Horlitz

Secretary



ESTIMATE

April 22nd 2022

Goods & Services Provided:

Item	Description	Price
Part: Wireless Microphones	Two wireless microphones and a receiver to bring digital audio to the laptop. Note: professional audio equipment can get very expensive very quickly. I have tried to strike a balance between price, and quality/ease of use.	\$500.00
Part: USB Hub	A hub to facilitate connecting usb devices to the laptop. Can be left installed on the podium to make setup easy.	\$50.00
Part: Mounting Hardware	Hardware to mount the microphone to the podium (a microphone arm).	\$100.00
Computer Consulting	Select, order, install, configure, and test the above product. I will do one onsite testing session and I will attend the first actual event that uses this system to make sure it goes smoothly.	\$500.00
		Total: \$1150.00

Please Make Checks Payable to Dean Greenblatt

Contact Dean Greenblatt by:

Mail:
Dean Greenblatt
Cyclops Systems
35 Broad Street
Wethersfield, CT
06109

Email:
dean@cyclopssystems.com

Phone:
860-416-5189

Webmaster Report April 28, 2022

The month of April has been fairly quiet, not requiring much updating.

In the last 30 days, the website has had 311 visitors, 199 of which are first time visitors. This is practically the same as the previous 30 days.

The pages visited, in order of popularity were:

Classes/spring2022-single session

About us/contact us

Calendars

Classes/spring2022-seminar

Registration

Not being present at this meeting, I would like to remind you to send any information regarding the Annual Meeting, so that I may update the website.

Donna Cote

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: April 28, 2022

The Spring 2022 term is in going well. We have been able to provide “Hybrid” format sessions for many of our courses including CT Opera, Climate Change, Panama Canal, and India this past month. With only a few hiccups with some technical issues, which are being resolved with each session. However, there has been an increasing demand for having someone as a technical advisor for the presenters, as well as a liaison. Although, having our own working equipment has been instrumental in providing access to our organization’s programs. There has been a good attendance for In-person sessions at Seabury for those programs, which increase with each session.

Safe and Healthy,
Respectfully Submitted
Jenny Gaines
ALP Administrator

ALP FY2021 Monthly Activity Report/March 31, 2022

Income	2021												2022												3/31/22 Total	6/30/22 Outlook	FY 2022 Plan	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Membership Dues	0	1,100	8,325	775	210	1,570	8,770	380	225	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,355	21,355	23,900	
Donations	0	415	1,718	180	0	290	2,120	0	98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,821	4,821	4,200	
Other	0	0	230	10	0	0	0	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	450	490	800	
Interest	13	11	10	10	11	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	94	124	225	
Total Revenue	13	1,526	10,283	975	221	1,870	10,900	400	533	50	10	10	10	10	10	10	10	10	10	10	10	10	10	10	26,720	26,790	29,125	
Expenses																												
ALP Horn	0	0	764	0	0	0	764	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,528	2,228	2,000	
Annual Meeting Packet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	542	0	
Comm/Publicity	0	0	0	0	87	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	87	87	225	
Administrator	970	0	1,140	1,580	1,370	1,630	0	1,180	700	2,475	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	8,570	13,545	15,000	
Ins/Bonding	0	0	0	384	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	384	1,676	1,676	
Insurance - Hikes	0	0	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	800	800	
Office Supplies/Equip	17	0	0	0	0	0	116	270	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	403	403	900	
Postage	0	0	0	0	0	0	91	110	23	219	258	100	100	100	100	100	100	100	100	100	100	100	100	100	223	799	800	
Presenter Exp/Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200	
Presenter Stipend	0	0	150	750	400	650	100	550	400	500	650	200	200	200	200	200	200	200	200	200	200	200	200	200	3,000	4,350	3,100	
Printing	0	0	285	0	0	212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	497	497	0	
Treasurer Admin Expense	35	35	35	40	40	41	59	70	90	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	445	565	500	
Credit Card Fees	0	51	160	20	7	64	224	8	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	545	545	0	
WEB Site/IT Supt/Software	50	675	65	50	940	1,075	50	945	50	50	675	50	50	50	50	50	50	50	50	50	50	50	50	50	3,900	4,675	3,600	
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	
Total Expense	1,072	761	2,998	2,824	2,845	3,671	1,403	3,132	1,276	4,975	3,573	2,181	19,981	30,711	30,711	30,301												
Net Revenue (P/L)	-1,058	765	7,284	-1,849	-2,624	-1,801	9,497	-2,732	-743	-4,925	-3,563	-2,171	6,738	-3,922	-3,922	-1,176												
Month-End Checkbook Balance:	14,094	13,688	21,309	20,180	17,573	14,020	24,636	21,904	21,831	16,905	13,342	11,171																
Month-End Bank Balance:	15,380	14,858	22,059	23,210	18,924	17,015	25,993	25,803	22,831	0	0	0																
CD#1, #2, #3, #4, #5	43,997	44,007	44,016	44,026	44,034	44,044	44,053	44,061	44,070	44,082	44,092	44,102																
Net Assets	58,091	57,695	65,325	64,206	61,607	58,064	68,689	65,965	65,901	60,987	57,434	55,273																

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Authorize.net-Treasury	25	25	25	30	30	30	30	30	30	30	30	30
CrCard Security Fee Treasury	10	10	10	10	10	10	10	10	10	10	10	10
CrC Discount	0	51	160	20	7	64	224	5	13	0	0	0
Taxes/Fees-Treasury					4		19		50			
PCI Fee-Treasury								25				
Check Blanks-Treasury										1,292		
Insurance-General				384						400		
Hikes Insurance		625	400		625			625			625	24
Inv Gold Consult-Tech												
Registration for Web Site-Tech												
Zoom-Tech	50	50	50	50	50	50	50	50	50	50	50	50
Domain Name Reg-Tech			15									
Internet Gateway Fee-Tech					265							
Envelopes/Office Supplies					288	197	116				258	100
Postage						0		110				
Printing ALP Horn Insert			285									
Annual Mtg Package												444
Postage Seabury At Home					87							
Computer Antivirus/Backup Tech								270				
Tech support for Live/Zoom						1,075						
Printing Env and Ltrhead						212						

4/5/22