

**ALP BOARD OF DIRECTOR'S MEETING  
AGENDA**

Date: **May 26, 2021**  
Time: 1:00-3:00 pm  
Place: Zoom

- 1. ANNOUNCEMENTS**
- 2. MINUTES OF THE PREVIOUS MEETING**
- 3. CO-CHAIRPERSONS' REPORT**
- 4. TREASURER'S REPORT**
- 5. ADMINISTRATOR'S REPORT**
- 6. COMMITTEE REPORTS**
  - a) Webmaster
  - b) ALP-Horn
  - c) Communication Committee
  - d) Curriculum Committee
  - e) Event & Membership Support Committee
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**

**From the Seabury Communications committee minutes:**

**Finance & Budget has increased our budget for this year by \$1500 "to support our effort, in conjunction with the Residents Council, to improve hybrid meetings." This project is in response to residents' desire to continue Zoom meetings even after in-person ones are allowed. Don Noel explained that Bob Ziegenhagen is working with him to establish 4 or 5 places where hybrid meetings could be held. They haven't decided on the exact equipment they will purchase but feel this amount will cover it. F&B has already approved the allocation and felt that the project fit best under the Communications Committee.**

- 9. ADJOURNMENT**

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

April 28, 2022

The meeting was called to order by Jack Gregory at 1:00 PM.  
Members met in the Seabury Boardroom.

PRESENT: Jenny Gaines, Errol Matzke, Sandy Slipp, Elizabeth Burke, Beth Horlitz, Ann Winship, Tom Gworek, Mandy Gworek, Bob Ellis, Agnes Pier, Jack Gregory, Kimball Hunt

Seabury will allow at least 70 people for the annual meeting and luncheon. There will be no beverage table for ALP classes until Richard Woodring's program on May 19.

The March Minutes were accepted.

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. Agnes will work with Richard on the logistics of the hybrid class. There will be a panel of refugees and a Great Courses DVD. Rus Kuzmenko, Seabury CFO, who has family in Ukraine will be a member of the panel. Tina will do a flyer. We will ask for people to RSVP.

The hybrid programs are working well. ALP owns all the equipment we need. Three people are trained to put on the classes. We do not have to rely on Seabury. We do not need a dedicated podium. We voted unanimously to spend \$1150.00 for the equipment we need so those on Zoom and those in-person can hear each other with no feedback.

Jack will write up procedures for the use of all our equipment. The equipment will be stored in the Seabury ALP office under lock and key. The Communications person, yet to be named, will be trained in the use of the equipment. All the equipment is portable.

We need to say at each class that we need volunteers. This is part of how we grow ALP. The presenters have improved greatly in their Zoom presentations. Kim is an excellent master of ceremonies at the Zoom only meetings. There is a sense of community in our meetings as we talk with each other beforehand and ask questions and make comments after the presentations.

By May 9 the committee reports for the year need to be in to Agnes because they will be mailed by snail mail by May 20.

Errol reported that the records project is nearly complete. It includes minutes of board meetings, annual reports and more. There are more than 60 pages. The last 4 years has the poorest records. Some minutes of Board meetings are needed. Agnes will look into that.

We plan to have the course list connected to the credit card membership on the ALP website.

We have 223 members. 112 are Seabury members, 25 are SAH members, 88 are from the greater community. 158 are women and 65 are men. We need 20 new members from Seabury each year since the life span of Seabury members in ALP is 6 years.

We accepted the Treasurer's report.

In order to have a successful hybrid program the presenters need to accept the rule that they cannot use their own computers. The presenter on India insisted on using her own computer which caused problems in the presentation of the class material. The Seabury microphones often do not work.

Bob reported that printing the ALPHorn in color would be twice as expensive. The cost of black and white is going up as well. Perhaps in the future the ALPHorn can be in color at least online.

The Curriculum Committee has its needed 26 courses set for the Fall semester. They are gathering possible courses for the spring.

Sandy said people who do not live at Seabury need reminders on how to check in when attending a class in person. Jenny does include those instructions in each email announcing an upcoming course. Thank you, Ann, for welcoming people and pointing them to the chapel. People will receive their ALPHorn in plenty of time to register for the June 7 luncheon by May 30.

The meeting adjourned at 2:50 PM.

Respectively submitted,

Beth Horlitz  
Secretary

**Fiscal Year 2022 Outlook and Fiscal Year 2023 Budget Forecast**

	2021												2022												4/30/2022 Total	6/30/2022 Outlook	FY 2022 Plan	FY 2023 Forecast
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
<b>Income</b>																												
Membership Dues	\$0	\$1,100	\$8,315	\$775	\$210	\$1,525	\$8,630	\$380	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,160	\$23,900	\$26,000
Donations	\$0	\$415	\$1,728	\$180	\$0	\$290	\$2,080	\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,791	\$4,200	\$5,300
Other	\$0	\$0	\$230	\$10	\$0	\$0	\$10	\$10	\$170	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$520	\$0	\$600
Interest	\$13	\$11	\$10	\$10	\$11	\$10	\$10	\$9	\$10	\$9	\$10	\$10	\$9	\$10	\$9	\$10	\$10	\$9	\$10	\$9	\$10	\$9	\$10	\$10	\$10	\$123	\$225	\$125
<b>Income</b>	\$13	\$1,526	\$10,283	\$975	\$221	\$1,825	\$10,775	\$399	\$503	\$99	\$10	\$10	\$10	\$9	\$10	\$10	\$9	\$503	\$99	\$10	\$10	\$10	\$10	\$10	\$10	\$26,594	\$28,325	\$32,025
<b>Expenses</b>																												
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	\$0	\$1,528	\$2,000	\$2,700
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	\$0	\$650	\$650
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	\$0	\$225	
Administrator	\$970	\$0	\$1,140	\$1,580	\$1,370	\$1,630	\$0	\$1,180	\$700	\$2,350	\$1,250	\$11,250	\$0	\$0	\$0	\$0	\$0	\$700	\$2,350	\$1,250	\$0	\$0	\$0	\$11,250	\$10,920	\$15,000	\$15,000	
Ins/Bonding	\$0	\$0	\$0	\$384	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,324	\$0	\$0	\$0	\$0	\$0	\$1,708	\$1,676	\$1,800	
Insurance - Hikes	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$850	\$0	\$850	
Office Supplies/Equip	\$17	\$0	\$285	\$0	\$0	\$212	\$116	\$270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$900	\$900	\$1,000	
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$91	\$110	\$23	\$219	\$258	\$100	\$0	\$0	\$0	\$0	\$0	\$23	\$219	\$258	\$0	\$0	\$0	\$100	\$443	\$801	\$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	\$200
Presenter Stipend	\$0	\$0	\$150	\$750	\$400	\$650	\$100	\$550	\$400	\$500	\$650	\$200	\$0	\$0	\$0	\$0	\$0	\$400	\$500	\$650	\$0	\$0	\$0	\$200	\$3,500	\$4,350	\$4,200	
Treasurer Admin Expense	\$35	\$35	\$35	\$40	\$40	\$41	\$59	\$70	\$90	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$90	\$40	\$40	\$40	\$40	\$40	\$40	\$485	\$500	\$600	
Credit Card Fees	\$0	\$51	\$181	\$20	\$7	\$62	\$218	\$5	\$11	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$11	\$4	\$0	\$0	\$0	\$0	\$559	\$565	\$600		
WEB Site/T Supt/Software	\$50	\$675	\$65	\$50	\$940	\$1,075	\$50	\$945	\$50	\$50	\$1,850	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$3,950	\$5,850	\$3,600	\$3,800	
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	\$1,500
<b>Expense</b>	\$1,072	\$760	\$3,019	\$2,824	\$2,845	\$3,670	\$1,398	\$3,130	\$1,274	\$4,957	\$4,948	\$2,290	\$0	\$0	\$0	\$0	\$0	\$1,274	\$4,957	\$4,948	\$0	\$0	\$0	\$24,930	\$32,156	\$29,476	\$33,925	
<b>Net Revenue (Earnings)</b>	(\$1,058)	\$765	\$7,263	(\$1,849)	(\$2,624)	(\$1,845)	\$9,377	(\$2,732)	\$1,771	(\$4,838)	(\$4,938)	(\$2,280)	\$0	\$0	\$0	\$0	\$0	(\$4,838)	(\$4,938)	(\$4,938)	\$0	\$0	\$0	(\$1,644)	(\$5,563)	(\$3,176)	(\$1,900)	

Total Assets 4/30/2022	
CDS	\$43,997
Checkbook Balance	\$14,094
Total	\$58,091

  

CDS	\$44,016	\$44,026	\$44,034	\$44,044	\$44,053	\$44,061	\$44,070	\$44,082	\$44,092	\$44,102
Checkbook Balance	\$13,688	\$21,309	\$20,180	\$17,574	\$14,020	\$24,636	\$22,628	\$21,881	\$17,319	\$12,331
Total	\$57,695	\$65,325	\$64,206	\$61,608	\$58,064	\$68,689	\$65,951	\$61,401	\$56,423	\$54,163

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: May 26, 2022

The Spring 2022 term is coming to end with just a few programs left to be presented. The joint effort by ALP and Seabury for our special program put on by Richard Woodring, Honoring Ukraine was a great success with about 100 attendees, half in the Chapel and the other half via Zoom. Hybrid programs are getting better with each session. The technology has been successful implemented and used for various programs this term. We are developing procedures and list of all equipment that ALP owns and is in control of for all future programs. The Alp Horn was picked-up, labeled and mailed on-time to the ALL members. As well as The Annual Packet was compiled and distributed to all 238 active members.

Safe and Healthy,  
Respectfully Submitted  
Jenny Gaines  
ALP Administrator

**Webmaster Report May 26, 2022**

The month of May has been fairly quiet, not requiring much updating. The website was updated with information regarding the Annual Meeting on June 7<sup>th</sup>. The Summer Edition of the ALP Horn has been uploaded.

In the last 30 days, the website has had 379 visitors, 269 of which are first time visitors. In May, so far, there have been 305 visitors and in April, there were 328.

The pages visited, in order of popularity were:

Classes/spring2022-single session

Registration

About us/contact us

Calendars

Classes/spring2022-seminar

About us/Who we Are

**Donna Cote**