

ALP BOARD OF DIRECTOR'S MEETING  
AGENDA

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Date: ~~Thursday, January 27~~ July 28, 2022  
Time: 1:00-3:00 pm  
Place: Via 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**

**9. ADJOURNMENT**

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

June 23, 2022

The meeting was called to order by Jack Gregory at 1:05 PM.

We met in the Seabury Boardroom and we all wore masks.

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

The members of the subcommittee who are working on the hybrid programs are Kim, Tom, Bob, Agnes, and Jenny. The subcommittee will determine what the procedure should be for the hybrid programs.

"McAuley" is the proper spelling of the West Hartford retirement community where ALP has presented programs in past years.

The ALP preview meeting for our Fall semester is September 6.

Errol reported that 60 luncheon tickets were bought and 57 people attended the Annual Meeting Luncheon. ALP provided \$200 to subsidize the cost of the luncheon.

The Records project is complete and the contents is available for members' use. One must have Google email to view it but that is not difficult to acquire and does not cost anything.

ALP spent \$1500 on stipends for presenters. ALP has a surplus of \$54,000 so ALP is still secure even though we had a total over run of \$5000. Errol said we should be proud of the overall financial position of ALP. We accepted the treasurer's report.

Over 80 ALP members attended the Annual Meeting either in-person or via Zoom.

The Fall 2022 session will feature 25 courses: 9 single session and 16 multi-session classes.

Donna updated the web site with the names of the new ALP Board members. The ALP web site averages 250 hits a month.

Kim said he suggested to the Creative Writing class that they offer their work directly to Donna. People are going to the web site to see the Creative Writing submissions there. There are 12 members of the group. They select what they want to submit. Donna says they are great submissions.

The Preview meeting is September 6 which allows for two full weeks for registration before the Fall semester begins. The meeting will be in-person only. Presenters who cannot attend in person may present the preview of their course by Zoom if they would like. Presenters have already received a form letter asking their preference. There is no luncheon. Ann will arrange for the refreshments which will be beverages and pastries. There will be no speaker.

Carol asked for possible articles for the ALPHorn. Possibilities are:  
an article about Errol and Carol Matzke  
an article about the history of ALP based on the information on the ALP web site

an article about Kevin and Paula Gough of the Wintonbury Land Trust who lead the ALP hikes.

promotion of the Fall Social which will be Friday, October 7 from 3 to 5 PM in the Terrace Room outside the Chapel.

Dean Greenblat will work for free to solve the problems with our hybrid presentations. We need to compile a notebook with point by point information on how to do a hybrid presentation.

Our goal is that both the Zoom participants and the in-person participants can hear the speaker and the questions and answers. Perhaps the speakers need headsets. Our priority is that the presenters should not have to concern themselves with the technology. Hybrid programs are the only issue. Zoom only presentations and in-person only presentations work well.

Liz and Sandy will write an article about membership.

We will look into providing the McAuley with Zoom programs.

Jack will select the Communications person. That person cannot be just any volunteer. It must be someone who has the skills to do the job.

The Zoom instructions need to be printed again in the next ALPHorn.

The next ALP Board meeting will be July 28. Several of us cannot attend.

The meeting adjourned at 2:35 PM.

Respectively submitted,

Beth Horlitz  
Secretary

## July 2022 Treasurer Report

The spread sheets are attached. A bit of good news: we ended the year about \$700 better than forecast at the time the Annual Meeting announcement was prepared. This was primarily due to fewer Administrator hours than expected for the last couple of months of the year along with a lower charge than expected for printing the Annual Meeting announcement.

Errol



Final FY2022 Monthly Activity Report/June 30, 2022

	2021												44,712.00	Total	Year-End Actual	FY 2022 Plan	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
<b>Income</b>																	
Membership Dues	0.00	1,100.00	8,325.00	775.00	210.00	1,525.00	8,675.00	380.00	225.00	0.00	0.00	0.00	0.00	0.00	21,215.00	21,215.00	23,900.00
Donations	0.00	415.00	1,718.00	180.00	0.00	290.00	2,080.00	0.00	97.50	0.00	4.00	0.00	0.00	0.00	4,784.50	4,784.50	4,200.00
Other	0.00	0.00	230.00	10.00	0.00	0.00	10.00	10.00	170.00	90.00	0.00	0.00	0.00	0.00	520.00	520.00	800.00
Luncheon																	
Interest	13.36	10.53	9.77	9.65	10.58	10.12	10.25	9.45	10.03	9.39	10.50	9.67	121.00	660.00	123.30	123.30	225.00
<b>Total Revenue</b>	<b>13.36</b>	<b>1,525.53</b>	<b>10,282.77</b>	<b>974.65</b>	<b>220.58</b>	<b>1,825.12</b>	<b>10,775.25</b>	<b>399.45</b>	<b>502.53</b>	<b>99.39</b>	<b>553.50</b>	<b>130.67</b>	<b>27,302.80</b>	<b>27,302.80</b>	<b>27,302.80</b>	<b>29,125.00</b>	
<b>Expenses</b>																	
ALP Horn	0.00	0.00	763.98	0.00	0.00	0.00	763.68	0.00	0.00	0.00	893.00	0.00	0.00	0.00	2,420.66	2,420.66	2,000.00
Annual Meeting Packet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	444.00	0.00	0.00	0.00	444.00	444.00	0.00
Comm/Publicity	0.00	0.00	0.00	0.00	87.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.45	87.45	225.00
Administrator	970.00	0.00	1,140.00	1,580.00	1,370.00	1,630.00	0.00	1,180.00	700.00	1,835.00	0.00	2,645.00	13,050.00	13,050.00	13,050.00	15,000.00	
Ins/Bonding	0.00	0.00	0.00	384.00	0.00	0.00	0.00	0.00	0.00	1,324.00	-7.00	0.00	1,701.00	1,701.00	1,701.00	1,676.00	
Insurance - Hikes	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	850.00	850.00	850.00	800.00	
Office Supplies/Equip	16.72	0.00	285.00	0.00	0.00	211.50	115.90	269.98	0.00	0.00	103.50	0.00	1,002.60	1,002.60	1,002.60	900.00	
Postage	0.00	0.00	0.00	0.00	0.00	0.00	90.74	109.70	22.50	0.00	174.00	112.20	509.14	509.14	509.14	800.00	
Presenter Exp/Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.56	57.56	57.56	57.56	200.00	
Presenter Stipend	0.00	0.00	150.00	750.00	400.00	650.00	100.00	550.00	350.00	450.00	700.00	300.00	4,400.00	4,400.00	4,400.00	3,100.00	
Treasurer Admin Expense	34.99	34.99	34.99	34.99	39.99	39.99	59.16	65.19	90.00	39.99	39.99	39.99	554.26	554.26	554.26	500.00	
Credit Card Fees	0.00	39.89	177.56	19.56	7.31	50.97	234.17	7.62	13.14	4.70	21.38	2.48	578.78	578.78	578.78	0.00	
WEB Site/IT Supt/Software	50.00	675.00	65.00	50.00	940.00	1,075.00	50.00	675.00	50.00	50.00	1,735.00	243.89	5,658.89	5,658.89	5,658.89	3,600.00	
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	
Luncheon Cost												855.00	855.00	855.00	855.00	0.00	
<b>Total Expense</b>	<b>1,071.71</b>	<b>749.88</b>	<b>3,016.53</b>	<b>2,818.55</b>	<b>2,844.75</b>	<b>3,657.46</b>	<b>1,413.65</b>	<b>2,857.49</b>	<b>1,225.64</b>	<b>4,153.69</b>	<b>4,103.87</b>	<b>4,256.12</b>	<b>32,169.34</b>	<b>32,169.34</b>	<b>32,169.34</b>	<b>30,301.00</b>	
<b>Net Revenue (Earnings)</b>	<b>-1,058.35</b>	<b>775.65</b>	<b>7,266.24</b>	<b>-1,843.90</b>	<b>-2,624.17</b>	<b>-1,832.34</b>	<b>9,361.60</b>	<b>-2,458.04</b>	<b>-723.11</b>	<b>-4,054.30</b>	<b>-3,550.37</b>	<b>-4,125.45</b>	<b>-4,866.54</b>	<b>-4,866.54</b>	<b>-4,866.54</b>	<b>-1,176.00</b>	
Month-End Checkbook Balance:	14,093.75	13,688.18	21,308.97	20,180.00	17,573.00	14,020.00	24,635.98	22,628.04	21,880.97	17,833.97	14,098.24	10,136.47					
Month-End Bank Balance:	15,380.47	14,858.18	22,058.87	23,210.00	18,923.52	17,015.00	25,992.62	25,803.02	22,830.97	21,734.97	18,664.74	12,775.46					
CD#1, #2, #3, #4, #5	43,996.99	44,006.85	44,015.89	44,025.89	44,034.28	44,043.63	44,052.98	44,061.43	44,070.43	44,078.93	44,088.58	44,097.64					
Net Assets	58,090.74	57,695.03	65,324.86	64,205.89	61,607.28	58,063.63	68,688.96	66,689.47	65,951.40	61,912.90	58,186.82	54,234.11					

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Authorize.net-Treasury	25.00	25.00	25.00	25.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
CrCard Security Fee/Treasury	9.99	9.99	9.99	9.99	9.99	9.99	9.99	9.99	10.00	9.99	9.99	9.99
Credit Card Charges	0.00	39.89	177.56	19.56	7.31	50.97	233.37	7.62	13.14	4.70	21.38	2.48
Tax Filing Fee-Treasury							19.17		50.00			
Check Blanks-Treasury								25.40				
Insurance-General				384.00						1,324.00		
Hikes Insurance			400.00							450.00		
Inv Gold Consult-Tech		625.00			625.00			625.00			625.00	
Registration for Web Site-Tech												24.00
Zoom-Tech	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	199.90
Domain Name Reg-Tech			15.00									
Internet Gateway Fee-Tech					265.00							
Computer Antivirus/Backup Tech								269.98				
Tech support for Live/Zoom-Tech						1,025.00					1,060.00	19.99
Printing ALP Horn Insert			285.00									
Annual Mtg Package												444.00
Postage Seabury At Home					87.45							
Envelopes/Office Supplies						197.00	115.90				103.50	
Postage							90.74	109.70	22.50		174.00	112.00
Printing Env and Ltrhead						211.50						
Presenter Expense/Supplies												57.56
Record Storage Project-Administrator												400.00

07/10/22

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: July 28, 2022

The development of the Fall 2022 curriculum has been completed and delivered to the ALP Horn Co-Editors on time. The curriculum confirmation letters were sent to the presenters, all have been confirmed. Any set-backs were taken care of in a timely manner with any presenter. Any course proposals that were cancelled, postponed or could not participate in were filed to be considered for the Spring 2023 term. Which planning has already started.

Per the Hybrid courses I met with Dean Greenblatt and Seabury IT and have confirmed that any Hybrid course can only be offered in the Chapel per their equipment upgrade, as well as ours. We were supplied with a Hybrid Meeting Setup- User Guide from Seabury IT that we will integrate in our Meeting Equipment User Guide for ALP per this coming semester as it is developed.

Prepared all docs/PDF's for uploading to the website for the August deadline. Significant amounts of time are being spent on making sure the databases are clean, and that ALP is accurately reflected in the past spring term. All critical information is being archived and/or stored on pdf files. Then Current and Upcoming databases are being prepared for the end of semester switchover.

Regarding the "Bridge" John Waviers, Invisible Gold LLC., is developing for our registration process is in full motion. We are meeting next week to fine tune it so that it is to be more seamless between the ALP Website and the Database for both the User and the Administrator. We are hoping to be operational by this Fall term.

Safe and Healthy,

Respectfully Submitted

Jenny Gaines

ALP Administrator

Webmaster Report June 28, 2022

This past month has been relatively uneventful.

The homepage was updated with a summer message and the Fall preview meeting (save the date).

The calendar was updated with committee meetings for next year.

In the last 30 days, the website has had 304 visitors, 244 of which are first time visitors. In June, there were 310 visitors and in July, there have been 206 visitors, so far.

The pages visited, in order of popularity were:

Classes/spring2022-single session

Registration

About us/Who we Are

About us/contact us

Calendars

Classes/spring2022-seminar

ALP News/Alp Horn

The top referring sites to our website are Google, Bing and Duckduckgo.

Donna Cote