

# ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **Thursday, October 20**

Time: 1:00-3:00 pm

Place: Seabury Boardroom

## 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

ALP Horn Numbers

INPUT FOR SPRING 2023 HORN

c) Communication Committee

d) Curriculum Committee

Thank you Notes to Presenters

e) Event & Membership Support Committee

## 7. OLD BUSINESS

Hybrid Subcommittee Report

## 8. NEW BUSINESS

Membership Numbers Dropping

Presentation Protocol

## 9. ADJOURNMENT

We all agreed with Jack that the preview meeting was a success.

The August Minutes were accepted.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
SEPTEMBER 22, 2022

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

Present: Errol Matzke, Jack Gregory, Tom Gworek, Bob Ellis, Ann Winship, Jenny Gaines, Beth Horlitz, Donna Cote

We have 183 ALP members as of today.

The Fall Social page on the ALP website will indicate that one can register for the Social by either the website or email to the administrator. No need for both.

Jack will get the two \$50 Carbone's Kitchen gift cards for the raffle. Ann has the raffle tickets. Jenny will provide name tags.

Seabury has a new staff since our last social. Ann will discuss the food with Seabury Culinary. Perhaps the Board members should pass the food.

If Bob's friend cannot take photos we each can take a few. Then send them to Jenny for posting.

The ALP total assets as of August 31 are \$55,380.16. The Treasurer's Report was accepted.

Errol would like to know the total of people watching on Zoom.

The database continues to be streamlined. The subcommittee on implementing hybrid programs continues to work to make those programs a success. We appreciate all the work that Jenny has done on this.

The Curriculum Committee continues to plan the Spring 2023 classes. We are working on firming up around 27 classes. We are pleased with the range of interests the classes represent.

The Board next meets Thursday, October 27, in the Board Room.

Respectfully Submitted,

Beth Horlitz  
Secretary

To: ALP Board of Directors Meeting

From: Jenny Gaines

Date: October 27, 2022

The past few weeks have been very busy with the end to of registrations which has gone very well,, a few keep coming. ALP has approx. 201 enrollees with an average number of 7.06 courses per member. There are 104 from Seabury and the remaining 97 are at-large-members. The Fall semester began with Hikes and America's Founding Father's via Zoom by Jack Gregory.

We hosted our first In-person social since the beginning of COVID, which had over sixty members that came to celebrate being together again and the ALP program. With Ann Winship's guidance to a how social at Seabury should be held, making notes for new procedures for the next events at Seabury.

I have continued to work on the Bridge of our ALP Databases every week for this past month. We have had much success with the transition and will continue until it is complete for Spring term 2023.

Hybrid Sub-committee – We continue to move forward. Our first session is on Tuesday Nov 8<sup>th</sup> with Sara Wilson, Housing and the Un-housed. The announcement will go out to enrollees that have requested the Zoom if that is the approved.

Continued the developing of the curriculum for the Spring -2023 term. Sent Upcoming Possibilities report to Curriculum Committee co-chairs. The list has over 27 courses for this coming Spring term 2023.

Stay Safe and Healthy,  
Respectfully Submitted  
Jenny Gaines  
ALP Administrator

Webmaster Report October 27, 2022

The homepage was updated with news of our Fall Semester being underway, encouraging members to register if they have not done so already. I also encouraged people to call Jenny if they are interested in sampling a class before committing.

Photos of the Fall Social have been uploaded to the website.

A piece of writing has been uploaded.

I see that announcements have been moved to Previously Announced Changes under ALP News.

In the last 30 days, the website has had 405 visitors, 265 of which are first time visitors. In October, so far, there have been 312 visitors.

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

Respectfully submitted,

Donna Cote

FY2023 Monthly Activity/Plan October 21, 2022 Preliminary

	2022				Year to Date	Year-end Outlook	FY 2023 plan
	July	Aug	Sep	Oct			
<b>Income</b>							
Membership Dues	\$0	\$3,315	\$6,155	\$265	\$9,735	\$23,225	\$26,000
Donations	\$12	\$890	\$1,730	\$35	\$2,667	\$5,407	\$5,300
Other	\$0	\$0	\$0	\$0	\$0	\$330	\$600
Interest	\$9	\$10	\$10	\$10	\$39	\$119	\$125
Luncheon/Refreshments	\$0	\$0	\$0	\$0	\$0	\$780	
<b>Total Revenue</b>	<b>\$21</b>	<b>\$4,215</b>	<b>\$7,895</b>	<b>\$310</b>	<b>\$12,441</b>	<b>\$29,861</b>	<b>\$32,025</b>
<b>Expenses</b>							
ALP Horn	\$0	\$0	\$0	\$968	\$968	\$2,768	\$2,700
Annual Meeting Packet	\$0	\$0	\$0	\$0	\$0	\$450	\$650
Comm/Publicity	\$0	\$0	\$0	\$0	\$0	\$225	\$225
Administrator	\$0	\$740	\$1,445	\$1,765	\$3,950	\$15,200	\$15,000
Ins/Bonding	\$0	\$0	\$0	\$384	\$384	\$1,784	\$1,800
Insurance - Hikes	\$0	\$0	\$0	\$0	\$0	\$450	\$850
Office Supplies/Equip	\$0	\$0	\$0	\$0	\$0	\$688	\$1,000
Postage	\$0	\$0	\$0	\$0	\$0	\$495	\$800
Presenter Exp/Supplies	\$0	\$0	\$0	\$0	\$0	\$200	\$200
Presenter Stipend	\$0	\$0	\$200	\$350	\$550	\$4,350	\$4,200
Treasurer Admin Expense	\$40	\$40	\$40	\$40	\$160	\$575	\$600
Credit Card Fees	\$2	\$65	\$160	\$8	\$235	\$625	\$600
WEB Site/IT Supt/Software	\$50	\$690	\$50	\$50	\$840	\$3,595	\$3,800
Contingency						\$1,500	\$1,500
Luncheon/Refreshments					\$0	\$1,138	\$0
<b>Total Expense</b>	<b>\$92</b>	<b>\$1,535</b>	<b>\$1,895</b>	<b>\$3,565</b>	<b>\$7,087</b>	<b>\$34,042</b>	<b>\$33,925</b>
<b>Net Revenue (Earnings)</b>	<b>-\$71</b>	<b>\$2,680</b>	<b>\$6,000</b>	<b>-\$3,255</b>	<b>\$5,354</b>	<b>-\$4,181</b>	<b>-\$1,900</b>

Total Assets October 21= \$44,125.43 CD + \$15,171.88 Checkbook = \$59,297.31