

# ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **Thursday January 26, 2023**

Place: Seabury Boardroom

## 1. ANNOUNCEMENTS

## 2. MINUTES OF THE PREVIOUS MEETING

## 3. CO-CHAIRPERSONS' REPORT

- 1.) Plans for Annual Meeting
- 2.) Plans to fill Board Positions
- 3.) Ideas for increasing ALP Membership

## 4. TREASURER'S REPORT

## 5. ADMINISTRATOR'S REPORT

## 6. COMMITTEE REPORTS

- a) Webmaster
- b) ALP-Horn  
Distribution of Horn
- c) Communication Committee
- d) Curriculum Committee  
Honorarium Increase
- e) Event & Membership Support Committee

## 7. OLD BUSINESS

Hybrid Subcommittee Report

## 8. NEW BUSINESS

## 9. ADJOURNMENT

UCONN ALP Board of Directors Meeting  
November 17, 2022  
Zoom Teleconference

Present: Jenny Gaines, Agnes Pier, Beth Horlitz, Jack Gregory, Errol Matzki, Bob Ellis, Donna Cote, Carol Simpson, Tom Gworek.

Donna is resigning. Thank you, Donna, for your service to ALP. We mourn the passing of our past board member, Sandy Slipp.

Errol asked that we amend the minutes to state that the ALP financial picture for the end of the year does not look good. Bob stated that his comment about being the speaker at the annual meeting was not to be taken seriously. It was a "joke." Agnes said the reason she was disturbed at the last board meeting was because she feels that the board needs to get the facts first about the issue before we can proceed.

Jack said we need an active approach to ALP membership. We need to approach the presidents of associations that might be interested in ALP.

At the last board meeting we did decide that all future ALPHorns would be on white paper with black ink. There is a supply chain problem with colored paper.

Jenny said that the hybrid presentations went well. Cameron was very helpful. Ann said Seabury is always improving its technology.

The minutes were accepted.

Jack said that our next Board meeting will be January 26. The Preview meeting will be January 12. Agnes will conduct that. Jenny, Ann and other volunteers will set up. The September meeting had a great format.

\* Note - this is not correct. Donna's term is ending this year, and there was a misunderstanding.

We need to find Board replacements. Perhaps Tom Gilmartin will be the treasurer. Jack thinks a Spring Social would be helpful to find Board positions. Jack said so many SAH members still have never heard of ALP. Perhaps Seabury will pay 1 semester. We will provide a nice cover letter.

Agnes said that in January the Board will appoint a task force of board members and ALP members to brainstorm ideas for increasing membership. Carol said people must be asked personally. Donna said we can say this is your opportunity to pay back for what you are gaining here.

Jack has asked Dr. Ruth Mitman to present "Driving under the influence of Aging" at the June ALP annual meeting. She presented the program to a standing ovation at the SAH annual meeting.

We will coordinate with Jasmine, the events and programs coordinator at Seabury. We will invite all Seabury residents and SAH members to attend. The speaker will be shown on 918, the Seabury internal channel.

At the Seabury SAH December luncheon Jack will pass out ALPHorns to the attendees.

Errol presented the Treasurer's Report. We are looking at a \$6000 loss. The outlook for the end of the year is not good. We have many expenses in the spring such as insurance and 2 ALPHorns. We need to explore ways to cut costs. We will not go under for 3 or 4 years. Then we will shrink and die. Maybe there should be just 2 ALPHorns a year.

The Treasurer's report was approved.

Thank you, Jenny, for doing a great job as you continue to streamline ALP.

Jack commended Donna on the clean ALP web site that is filled with readily available information.

Carol said the ALPHorn is almost ready to go to the printer. Dan at Budget Printing said that white paper with black ink is the most reliable and least costly. Paper costs go higher several times a year. So our savings on using only white paper will probably result in the bottom line being the same. We are saving money by eliminating the insert but the increase in paper costs may negate that. Budget Printing needs 7 or 8 days to print the ALPHorn once they receive the file from us. Other companies charge about the same as Budget Printing.

Many people register for classes right away. We could ask people if they would like the ALPHorn by email only. Beth will help proof the curriculum section of the ALPHorn.

Perhaps the ALPHorn can be in color on front and back. We need a masthead and photos if we do that.

It would be good to be able to access the ALPHorn from the front page of the web site with one click.

The Curriculum Committee reported that the Spring semester will consist of 24 courses: 11 multi-session and 13 single-session. These courses are all confirmed with Seabury with their calendar.

We adjourned at 2:40 PM.

Respectfully submitted,  
Beth Horlitz  
Secretary

## ALP Members of the Board of Directors

From: Jenny Gaines

Date: January 26, 2023

The Fall 2022 term ended very busy with the extremely well attended programs such as “In-person” program of Howards Sprout’s Uncommon Women: Six Composers, 900yrs and Tom Gworek’s What Were They Thinking?! Hybrid program. However, the last session for Tom did not go as well as the week before, due to technical difficulties with Seabury’s equipment that day. I have been told the upgrades on Seabury’s end has been resolved for Hybrid and we should not have they sane issues that occurred that day for future uses. As needed, the “Hybrid User Manual” is being maintained. Course evaluations were requested of the participants for all Fall 2022 programs. All Honorarium letters and checks were sent out.

The curriculum for Spring 2023 was completed and sent to the ALP Horn editor. The compilation of new members and donor reports were completed for inclusion in the ALP Horn. The curriculum and registration forms were also produced and delivered to the webmaster for uploading to the website. The ALP Horns was printed and picked up on December 15th. The labeling and distribution preparations were completed over that weekend. On December 22th the bulk mail was delivered to the Hartford Post Office and the unlabeled Horns delivered to Seabury, Duncaster and McAuley. The Horns began to be received on December 26th and first on-line registration was received of December 27<sup>th</sup>. Even-though there was a delay in the distribution of the ALP Horn due to the USPS and UCONN communication for the Permit usage, it was resolved and new set of procedures and contacts have been updated from UCONN and USPS for the future Bulk Mailing.

The databases switched over for the Spring 2023 term and the planning for Fall 2023 is in current “construction mode” due to our conversion from the Dropbox Access Database to the Website with John, Invisible Gold. We are having great success with each step, with a only few glitches in current “Live” registration, however these issues are being resolved as we go. As we continue to move forward with these changes our Webmasters, new and former, will need to update our procedures between the ALP Administrator and Webmaster for current and future use.

Also, the Curriculum Committee met this month and have a great start to Fall 2023 curriculum with over 17+ course that are already committed and a few for in Spring 2024.

Stay Safe and Healthy,  
Respectfully Submitted  
Jenny Gaines  
ALP Administrator

Webmaster Report January 26, 2023

The website has had a couple of fairly busy months. In December, the ALP Calendar was updated with the Spring Semester Course Schedule. All was ready for online as well as mail-in registrations. The Spring edition of the ALP Horn was uploaded. Following the Preview meeting on January 12<sup>th</sup>, the home page was updated.

In the last 30 days, the website has had 556 visitors. In December, there were 412 visitors, and in January, so far, there have been 450 visitors. An interesting fact, as well, is that in January, of the 450 visitors, 187 were returning visitors and 263 were new to the website! Not surprisingly, the top pages visited were the registration pages, the class descriptions and Who We Are.

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

I am happy to report that Bob Ziegenhagen, a resident of Seabury and a new member of ALP, is interested in being a webmaster candidate for the coming term. Bob Ellis and I met with him this week and were quite impressed with his credentials! We highly recommend his filling this position. Thanks, Tom, for the recommendation!

Respectfully submitted,

Donna Cote

FY2023 Monthly Activity/Plan December 31, 2022; January as of 1/22

	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Actual /22-12/22	Jan 2023 As of 1/22	Feb 2023	Mar 2023	Apr 2023	May-23	Jun 2023	Est 3rd semester	Year-end Outlook	FY 2023 plan
<b>Income</b>																
Membership Dues	0	3,270	6,155	255	145	625	10,450	7,860	350	200	0	0	0	8,410	18,860	26,000
Donations	12	840	1,730	45	10	175	2,812	1,410	88	50	0	0	0	1,548	4,360	5,300
Other	0	0	0	0	0	0	0	30	10	170	80	0	0	290	290	600
Interest	9	10	10	10	9	5	54	10	10	10	10	10	10	60	114	125
Luncheon/Refreshment	0	0	0	0	0	0	0	0	0	0	0	0	780	780	780	
<b>Total Revenue</b>	<b>21</b>	<b>4,120</b>	<b>7,895</b>	<b>310</b>	<b>164</b>	<b>805</b>	<b>13,316</b>	<b>9,310</b>	<b>458</b>	<b>430</b>	<b>90</b>	<b>10</b>	<b>790</b>	<b>11,088</b>	<b>24,403</b>	<b>32,025</b>
<b>Expenses</b>																
ALP Horn	0	0	0	968	0	0	968	900	0	0	0	900	0	1,800	2,768	2,700
Annual Meeting Pack	0	0	0	0	0	0	0	0	0	0	0	450	0	450	450	650
Comm/Publicity	0	0	0	100	0	0	100	0	0	0	0	0	125	125	225	225
Administrator	0	740	1,445	1,765	1,630	2,870	8,450	1,250	1,250	1,250	1,250	1,250	1,250	10,370	15,950	15,000
Ins/Bonding	0	0	384	0	0	0	384	0	0	0	1,400	0	0	1,400	1,784	1,800
Insurance - Hikes	0	0	0	0	0	0	0	0	0	0	450	0	0	450	450	850
Office Supplies/Equip	0	0	0	0	85	8	93	63	63	63	63	63	63	383	468	1,000
Postage	0	0	0	0	153	0	153	110	45	45	45	45	155	445	598	800
Presenter Exp/Suppl	0	0	0	0	0	64	64	0	0	0	0	0	200	264	264	200
Presenter Stipend	0	0	200	450	950	450	2,050	0	250	650	300	650	200	2,050	4,100	4,200
Treasurer Admin Exp	40	40	40	40	40	40	240	80	65	90	40	40	40	395	595	600
Credit Card Fees	2	65	157	6	7	27	264	177	10	5	5	15	0	239	476	600
WEB Site/IT Supt/Sof	50	690	50	50	940	50	1,830	55	680	55	55	680	240	1,815	3,595	3,800
Contingency													1,138	1,138	1,138	1,500
Luncheon/Refreshments																0
<b>Total Expense</b>	<b>92</b>	<b>1,535</b>	<b>2,276</b>	<b>3,379</b>	<b>3,805</b>	<b>3,509</b>	<b>14,596</b>	<b>2,634</b>	<b>2,363</b>	<b>2,158</b>	<b>3,608</b>	<b>4,093</b>	<b>3,410</b>	<b>21,323</b>	<b>32,860</b>	<b>33,925</b>
<b>Net Revenue (Earl</b>	<b>-71</b>	<b>2,585</b>	<b>5,619</b>	<b>-3,069</b>	<b>-3,641</b>	<b>-2,704</b>	<b>-1,281</b>	<b>6,676</b>	<b>-1,905</b>	<b>-1,728</b>	<b>-3,518</b>	<b>-4,083</b>	<b>-2,620</b>	<b>-10,236</b>	<b>-8,457</b>	<b>-1,900</b>

Total Assets December 31 = \$44,147.63 CD + \$8,321.37 Checkbook = \$52,469.00