

ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **Thursday Feb 23, 2023**

Place: Seabury Boardroom

1. ANNOUNCEMENTS

2. MINUTES OF THE PREVIOUS MEETING

3. CO-CHAIRPERSONS' REPORT

- Subcommittee to increase membership
 - "Partner" with the three churches
 - Increasing non-Seabury membership

4. TREASURER'S REPORT

- Potential cost saving ideas
- ALP honorarium \$100 for all presenters

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

c) Communication Committee

d) Curriculum Committee

e) Event & Membership Support Committee

- Board positions to fill Treasurer, Communications, EMS Committee, and a Secretary

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

UCONN ALP Board of Directors Meeting Minutes
January 26, 2023
In-person and Zoom

Present: Jack Gregory, Agnes Pier, Errol Matzke, Beth Horlitz, Donna Cote, Tom Gworek, Ann Winship, Carol Simpson, Jenny Gaines, Kim Hunt, Bob Ellis

Agnes began the meeting at 1 PM. The November minutes were accepted with the clarification that Donna would remain as the Webmaster until the June annual meeting.

Jack presented the Co-Chair report. Dr. Mitman, our Annual Meeting speaker, is presenting her talk, "Driving while Aging" to the Seabury residents on February 28. If she has a significant attendance at that presentation, we will ask her to present a talk on another topic for the June 8th ALP Annual Meeting. The Annual Meeting will be from 10 AM to 1:30 PM. It will include a luncheon. The meeting will be open to all ALP members and also all SAH members and Seabury residents. We will decide in February if it will be a hybrid meeting.

The Board passed the following motion:

The ALP Board of Directors will work with Seabury staff to provide any new residents or new Seabury at Home members during the year 2023 one free semester for the Fall 2023 term. The approved action will be reviewed no later than September 2024 for further action.

Kim will work on a subcommittee to determine how best ALP might "partner" with the three churches near Seabury.

We need to fill Board positions before the June Annual Meeting.

Kim will be the new Co-Chair of ALP

Beth will be the new Curriculum Co-Chair.

Bob Ziegenhagen will be the new Webmaster.

We need a Treasurer, Communications people, EMS Committee people, and a Secretary.

We approved Errol's plan to close out the Windsor Federal Bank account of \$42,000 and put that money into a Vanguard money market account. The interest rate at Windsor Federal Savings Bank is 0.25 per cent and the Vanguard interest rate is 4.35 per cent.

So far 180 people have signed up for the Spring semester. 117 Seabury residents and SAH members and 63 others. There will be a few more but that is a 10 % drop from the Fall membership of 207. Our annual income is down from \$12,500 to \$10,500. We need to work toward a balanced budget. Errol had several suggestions that included raising the membership fee by five or ten dollars, saving money by changing our Zoom membership that costs \$600 a year for unlimited attendance to less money that allows no more than 100 in attendance, eliminating the summer ALPHorn, and making the ALPHorn online only.

Jenny solved a problem with the permits from the USPS and UCONN which delayed the sending of the the ALPHorn in December. The permits allow the postage to be 19 cents a newsletter rather than \$1.00 a newsletter.

The Curriculum Committee is doing well planning the Fall semester. The goal is 22 classes in the Fall and 25 classes in the Spring.

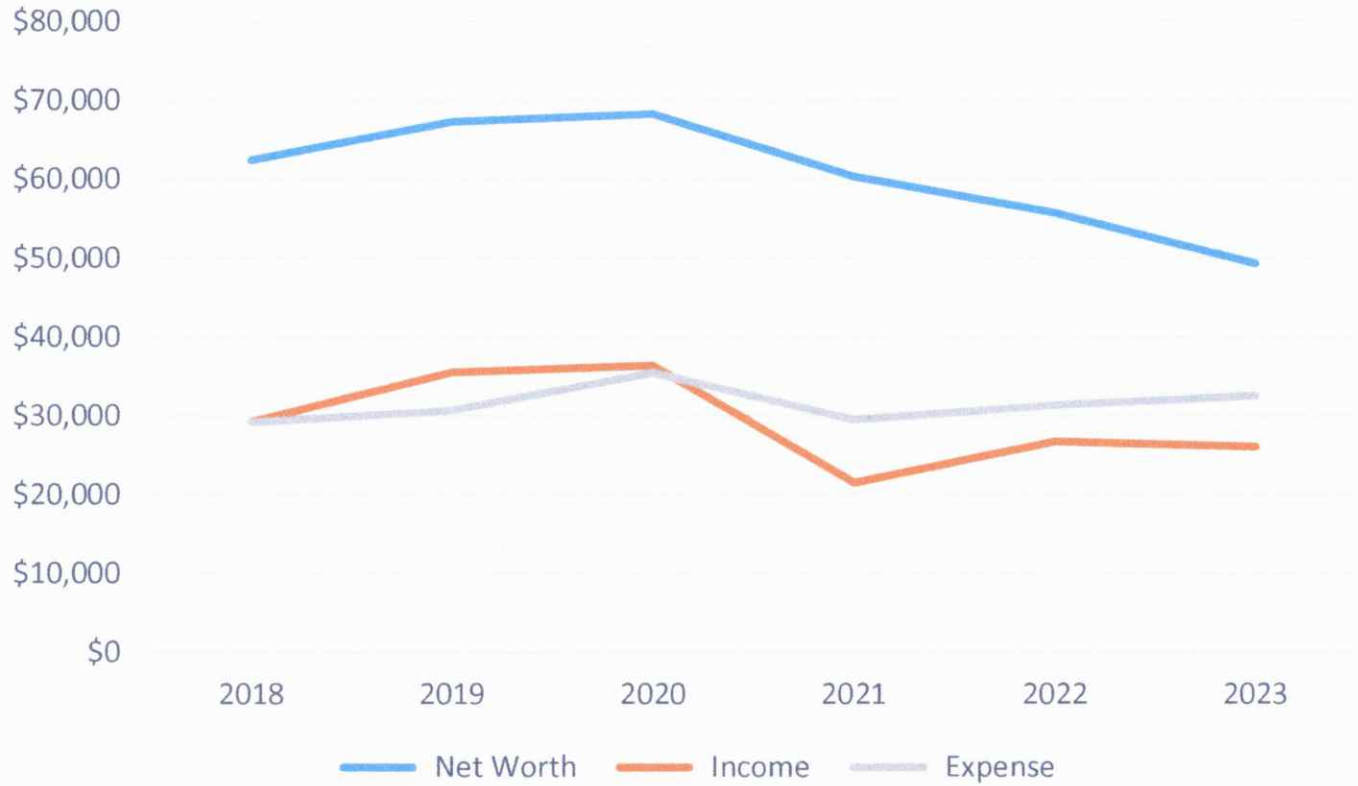
Carol will ask Budget Printing what color paper they have available at the time of the printing of the next ALPHorn. Hopefully, yellow or another color that shows up well with black ink will be available.

In February we will vote about making the ALP honorarium \$100 for all of the presenters, be they ALP members or outside presenters. Errol will present potential cost saving ideas in detail then.

We next meet on Thursday, February 23.

We adjourned at 3:04 PM.

ALP Financial Trends



FY2023 Monthly Activity/Plan January 31, 2022

	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan-23	31-Jan YTD	Feb 2023	Mar 2023	Apr 2023	May-23	Jun 2023	Year-end Outlook	FY 2023 plan
Income															
Membership Dues	0.00	3,270.00	6,155.00	255.00	145.00	625.00	8,705.00	19,155.00	345.00	200.00	0.00	0.00	0.00	19,700.00	26,000.00
Donations	12.00	840.00	1,730.00	45.00	10.00	175.00	1,680.00	4,492.00	55.00	50.00	0.00	0.00	0.00	4,597.00	5,300.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00	0.00	170.00	80.00	0.00	0.00	280.00	600.00
Interest	9.21	10.45	9.73	10.10	8.84	5.19	-10.91	42.61	100.00	150.00	150.00	150.00	150.00	742.61	125.00
Luncheon/Refreshments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	780.00	780.00	
Total Revenue	21.21	4,120.45	7,894.73	310.10	163.84	805.19	10,404.09	23,719.61	500.00	570.00	230.00	150.00	930.00	26,099.61	32,025.00
Expenses															
ALP Horn	0.00	0.00	0.00	968.00	0.00	0.00	889.00	1,857.00	0.00	0.00	0.00	900.00	0.00	2,757.00	2,700.00
Annual Meeting Packet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	450.00	650.00
Comm/Publicity	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	125.00	225.00	225.00
Administrator	0.00	740.00	1,445.00	1,765.00	1,630.00	2,870.00	0.00	8,450.00	2,510.00	1,250.00	1,250.00	1,250.00	1,250.00	15,960.00	15,000.00
Ins/Bonding	0.00	0.00	384.00	0.00	0.00	0.00	0.00	384.00	0.00	0.00	1,400.00	0.00	0.00	1,784.00	1,800.00
Insurance - Hikes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	450.00	850.00
Office Supplies/Equip	0.00	0.00	0.00	0.00	85.00	7.75	62.50	155.25	62.50	62.50	62.50	62.50	62.50	467.75	1,000.00
Postage	0.00	0.00	0.00	0.00	153.02	0.00	110.00	263.02	45.00	45.00	45.00	45.00	155.00	598.02	800.00
Presenter Exp/Supplies	0.00	0.00	0.00	0.00	0.00	64.33	0.00	64.33	0.00	0.00	0.00	0.00	200.00	264.33	200.00
Presenter Stipend	0.00	0.00	200.00	450.00	950.00	450.00	0.00	2,050.00	250.00	650.00	300.00	650.00	200.00	4,100.00	4,200.00
Treasurer Admin Expense	39.99	39.99	39.99	39.99	39.99	39.99	79.73	319.67	39.99	90.00	40.00	40.00	40.00	569.66	600.00
Credit Card Fees	1.80	65.15	157.15	6.42	6.70	27.10	210.45	474.77	10.50	5.00	5.00	15.00	0.00	510.27	600.00
WEB Site/IT Supt/Software	50.00	690.00	50.00	50.00	940.00	50.00	55.00	1,885.00	625.00	0.00	0.00	625.00	150.00	3,285.00	3,800.00
Contingency															1,500.00
Luncheon/Refreshments													1,137.50	1,137.50	0.00
Total Expense	91.79	1,535.14	2,276.14	3,379.41	3,804.71	3,509.17	1,406.68	16,003.04	3,542.99	2,102.50	3,552.50	4,037.50	3,320.00	32,558.53	33,925.00
Net Revenue (Earnings)	-70.58	2,585.31	5,618.59	-3,069.31	-3,640.87	-2,703.98	8,997.41	7,716.57	-3,042.99	-1,532.50	-3,322.50	-3,887.50	-2,390.00	-6,458.92	-1,900.00

Total Assets January 31 = \$44,140.50 CD + \$17,709.56 Checkbook = \$61,850.06

Budget Improvement Possibilities Work Sheet

Major Expense Items	Current Annual Rate	Budget Improvement Possibilities	Effect this Year	Effect Next Year	2/23/2023 Status	Realized FY2024 Saving
Administrator	\$16,000.00					
Presenter Stipend	\$4,100.00	Reduce Programs, 3-4 per Semester (\$100 for members adds \$500-\$1000)		\$500.00		
Web Site/Tech/Zoom	\$3,595.00	Cancel Enhanced Zoom	\$250.00	\$600.00	Complete	\$600.00
ALP Horn	\$3,100.00	Cancel Summer Edition	\$1,000.00	\$1,000.00		
Insurance (Net)	\$1,984.00	Increase Hikes fee by \$5/Semester		\$300.00		
Treasury	\$595.00					
Credit Card Discount	\$510.00					
Annual Meeting Pckt	\$450.00	Use email, reduce content?		\$200.00		
Ann Mtg Luncheon Net	\$350.00	Charge full cost	\$350.00	\$350.00		
All Other	\$2,200.00	Misc	\$500.00	\$500.00		
Revenue Enhancements						
Dues Increase \$5/Semester		Increase \$5/semester		\$2,000.00		
Money Market Interest	\$120.00	Commercial MM Fund	\$700.00	\$1,500.00	Complete	\$1,500.00
Totals	\$33,004.00		\$2,800.00	\$6,950.00		\$2,100.00

2/20/2023

Items in red = \$5,100

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: February 23, 2023

The Spring semester started off with the Preview Meeting with over 45+ in attendance via Zoom due to the emergency change of format because of Covid-19 at Seabury. The registrations picked up in both mailed-in checks and website orders after the meeting. Maintained the input of these registrations, website orders and all payments. Prepared and made weekly deposits. Prepared & sent Course Confirmations to all enrollees. There are 200 enrollees taking an average of 8+ courses each. Scheduled all Zoom Meetings for the Spring courses and committee meetings. The first courses started with Jared Day's Industrial Giants: The Crises of the Gilded Age via Zoom with a strong attendance of 55+ ppl. Updated the Spring 2023 Evaluations documents for online submission.

Confirmed Hybrid format & equipment with Melissa and Cameron at Seabury. It was a successful practice for Hybrid. We continue the ALP database conversion and updating the current website with the databases.

We have started the Fall 2023 planning term with creating the Upcoming Possibilities Report the Curriculum Committee and sent these the reports to the members. There are over 23 suggested courses with many committed presenters already, looking very hopeful to the term.

Safe and Healthy,
Respectfully Submitted
Jenny Gaines
ALP Administrator

Webmaster Report February 23, 2023

In the last 30 days, the website has had 382 visitors. In January, there were 561 visitors, and in February, so far, there have been 236 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! The top pages visited were Classes/Single Sessions, Alp News/Creative Writing, About Us? Contact Us and Who We Are, and Classes/Seminars.

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

I am happy to introduce Bob Ziegenhagen, a resident of Seabury and a new member of ALP, who has accepted the nomination for Webmaster. We have every reason to believe he will do a wonderful job in this position.

Respectfully submitted,

Donna Cote