

ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: *April 27, 2023*
Time: 1:00-3:00 pm
Place: IN-PERSON at Seabury
200 Seabury Dr.
Bloomfield, CT 06002

1. ANNOUNCEMENTS

Welcome of Board Meeting Guests

2. MINUTES OF THE PREVIOUS MEETING

Motion: Approval of minutes 3/23/23

3. CO-CHAIRPERSONS' REPORT

Ground Rules for Board meetings

4. TREASURER'S REPORT

June FY23 Budget Status
Budget Recommendations from subcommittee
Annual Budget FY24

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

- Summer Issue in Process
- Changes for Discussion: Categories and Recognition of Donors
- Looking Toward the Fall ALP Horn as a marketing tool
- Option for going "paperless" and doing without a printed ALP Horn;
 - Identify ALP members who do not have email access and delivery options;

c) Communication Committee

d) Curriculum Committee

e) Event & Membership Support Committee

7. OLD BUSINESS

- Annual Meeting – June 8th
 - Food subsidized
 - Slate of Officers
 - Annual Packets – Notice, agenda, budget, slate, annual reports and email delivery
 - Format of Annual Meeting

8. NEW BUSINESS

9. ADJOURNMENT

UCONN ALP Board of Directors Meeting Minutes
March 23, 2023
Seabury Boardroom

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

Agnes convened the meeting at 1:00 PM.

Donna introduced our new webmaster, Bob Ziegenhagen.

The February minutes were approved with the addition from Donna that the online version of the ALPHorn always provides the option to include additional information when the need arises.

Jack said that 6 new SAH members will be taking the offer of a free Fall 2023 semester of ALP.

Oxen Hill Farms, a CSA (Community Supported Agriculture) which offers shares to Seabury is extending the offer to all ALP members. This certified organic produce is delivered to Seabury weekly during the growing season.

Errol presented the Treasurer's report. It shows the outlooks for the present fiscal year and next year. The continuing trend of annual losses is expected to accelerate next year as a result of inflation and additional task and expense areas taken on during the previous Board meeting. The major expense and income items and the growing deficit were discussed briefly with the Board, with the Co chairs proposing that a committee be formed to develop a plan to address the issue. The consensus of the Board was to proceed with this proposal, with the committee's findings to be presented for consideration at the next meeting, April 27. The committee will consist of the two co chairs, the treasurer, and the candidate for the retiring co chair's position next year (Jack Gregory, Agnes Pier, Errol Matzke and Kim Hunt). They will meet on Thursday, March 30th at 2 PM. Please also look again at the handout Errol prepared entitled **Outlook FY 2023 and FY 2024** that we received at our March Board meeting.

Jenny said that the Amistad hybrid presentation went well and the recording is available for viewing. The data base continues to be updated.

We need to provide the job descriptions of Board members to potential Board members to help them decide whether to take the position. e.g. Event Membership Support Committee.

There are new writings on the web site. Kim screens the submissions.

The June ALPHorn will be 4 pages. Carol can get the necessary information on 4 pages. It is a significant financial saving to go from 8 pages to 4. The deadline is April 5. Carol will send out assignments.

The Annual Meeting is Thursday, June 8, from 10-1:30. The speaker presents at 10:30 AM. The business meeting is 11:30 AM and the luncheon is at 12:15 PM.

Kim and Tom said that the Curriculum Committee has 25 courses set for ALP Fall 2023.

~~After the Board meeting Kim and Bob and Agnes discussed further by emails sent to all the Board members several topics discussed at the Board meeting. At the next Board meeting we need to formally vote to increase the ALP membership dues to \$60 or more a semester for all members.~~

~~We need to discuss the feasibility of the ALPHorn being only online. We need to identify the specific members who have no means of printing the ALPHorn from their own homes. Can we provide those members with paper copies?~~

~~We need to discuss instituting categories of donors for printing in the ALPHorn or online. Bob said that no donor in January gave more than \$50.~~

~~Should we have At Large Board Members? Steve Law and Davida Crabtree are possibilities.~~

*Removed - discussion after meeting
ended*

We need to clarify and confirm the format of the forthcoming Annual Meeting on June 8.

We will next meet on Thursday, April 27 at 4 PM.

The meeting adjourned at 2:54 PM.

Respectfully submitted,

Beth Horlitz
Secretary

Adult Learning Program, Inc.
Annual Meeting – June 8, 2023
Slate of Board of Director Positions

POSITIONS	CONTINUING IN OFFICE 2023 – 2024	TO BE ELECTED 2023 - 2025
ALP Co-Chairs	Agnes Pier	Kimball Hunt
Treasurer		TBD
Secretary		Steve Law
Webmaster		Bob Ziegenhagen
ALP-Horn Managing Editor	Carol Simpson	
ALP-Horn Design Editor		Bob Ziegenhagen
Curriculum Committee Co-Chairs	Tom Gworek	Beth Horlitz
Events and Member Support Comm. Co-Chairs		TBD
Seabury Member-at- Large	Ann Winship	
Communications Committee Co-Chairs		TBD
Member-at- Large		Errol Matzke
Member-at- Large		TBD
Member-at- Large		TBD

Outlook FY 2023 and FY 2024

	FY 2023 Outlook	FY 2024 Outlook	
Expense Items			
Administrator	\$15,235	\$16,000	Task Growth
Presenter Stipend	\$4,100	\$4,800	Increased Pmnt
Web Site/Tech/Zoom	\$3,285	\$3,100	Reduced Zoom Cost +5% 3250 10% >
ALP Horn	\$2,757	\$2,900	+5%
Insurance	\$2,233	\$2,345	+5%
Treasury	\$590	\$600	
Credit Card Discount	\$510	\$570	
Annual Meeting Pckt	\$450	\$450	
Ann Mtg Luncheon	\$1,440	\$1,500	+5%
All Other	\$1,000	\$1,000	
	\$31,600	\$33,265	
Income Areas			
Dues	\$19,490	\$24,000	\$60pp/Semester
Donations	\$4,582	\$3,632	Shrinkage? 20%
Money Market Interest	\$910	\$2,200	
Ann Mtg Luncheon	\$1,080	\$1,080	
Hikes Insurance	\$480	\$480	
Totals	\$26,542	\$31,392	
Net Loss	\$5,058	\$1,873	
Net Loss Per Member/Year	\$25	\$9	

4/21/2023

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: April 27, 2023

This month has been busy heading into to the mid- Spring term. We have hosted well attended In-person program like Rhea Higgins “What Beauty Is” and the 2nd Hybrid program with Jonathon Gregory, RFID. Attendance for all In-person, Zoom & Hybrid programs have been about half of the enrollee’s showing up per program. We continue to improve our working relationship within Seabury IT and make adjustments as needed to our programs.

The ALP Annual meeting planning is in its final stages. The ALP Horn has been sent to the printers and awaiting pick-up for label & delivery. Calendar planning meeting for Fall 2023 is being held on May 18th. The monthly honorarium has been sent to the past presenters this term.

I continue to work weekly with John, Invisible Gold to streamline the Website and Databases, current and upcoming. We hope to finish this first part of the conversion for the Fall 2023 term. What’s new is that started working with Errol to conduct a survey to those ALP members who did not return this past term via a FREE survey service (i.e. JotForm.com or surveymonkey.com) or direct email to gage what we missed or not missed or what we can improve on.

In addition, I have started the Updated job description and continued research for the ALP Administrator position to include a technology side of the position and have included a job description summary for reference and approval.

Event Technology Specialist:

Coordinates audio/visual requirements, services, and support involved in the planning, setup and running of events for ALP (Seabury). This position is responsible for delivering video conference and technology meeting experience to the ALP community, providing operational and technical support of meetings, including video conferences and virtual meetings. Responsible for applying best practices in servicing event needs through audio/visual support services in coordination with internal and external and Seabury

Safe and Healthy,
Respectfully Submitted

Jenny Gaines
ALP Administrator

Webmaster Report April 27, 2023

As we come to the end of our Spring Semester, the website has been quiet.

In the last 30 days, the website has had 289 visitors. In March, there were 303 visitors, and in April, so far, there have been 219 visitors. These numbers are up from last month.

The top pages visited were Classes/Single Sessions, About Us/Contact Us and Who We Are, and Classes/Seminars and Calendars.

The top referring sites to our website are Google, Bing, duckduckgo, uconn.edu and Yandex.ru.

Respectfully submitted,

Donna Cote