

UCONN-ALP Board of Directors
Meeting Minutes
August 24, 2023

The meeting was held via Zoom. **Present:** Jenny Gaines, Tom Gworek, Beth Horlitz, Kim Hunt, Steve Law, Errol Matzke, Agnes Pier, Dougla Pyrke, Ann Winship, Bob Ziegenhagen.

The **minutes** were amended to change “The promised raise in pay for the administrator” to “The proposed raise in pay for the administrator.” The minutes were accepted as amended.

Agnes presented the **co-chairpersons’ report**. We have new dates for the fall social, and we will discuss them under new business. Marc Zirolli gave the names of the forty new Seabury residents to Agnes, so she promptly sent them welcome letters telling them how they can join ALP. They are invited to mail in registrations, which we will then add to our emailing list. We will follow up with an email blast to those who have not registered, as a reminder. If anyone other than a new resident wants to sign up using the free semester offer, Marc Zirolli must approve it. By the way, all courses will be available online.

Kim presented a procedural issue, namely that the payments to Jenny have to go through Kim. Jenny reports to the board through him because reporting through Agnes would constitute a conflict of interest. He noted that we pay Jenny by the hour but the supervision is not at the hourly level. Kim will discuss with Errol the level of detail for Jenny’s time reporting.

For the **treasurer’s report** Errol presented his final for 2022-23 and found that the outcome was more successful than he expected. The projected increase was mainly due to the increase in fees. The free semester offer counts as neither income nor expense.

Jenny gave the **administrator’s report**. The database uploads went successfully, and the online database conversion is now visible on the website, so people can see it and get to know it. The ALPHorns were all mailed out on time. We need 3 volunteers to sit at the registration table for the semester preview, starting about 9:15,

Concerning the fall preview meeting, Jenny has contacted everybody at Seabury, and Ann says that she will coordinate with Jenny. The caterer should be there early, at 9:15. Kim and Ann will ensure that everything is moving. This will be in person in the chapel for all members. If any presenter cannot attend in person, they can join by Zoom.

We will have 2 computers going for that purpose. Members will check in for three reasons: (1) in case they want to register, (2) to add them to the list of name and email, and (3) because the people getting the free semester are being specifically invited. We could add another reason, that 45% of our membership like to write checks.

Webmaster report by Bob Z. The website has been updated with everything it needs, especially all the new courses. It has had 208 visitors, down from 323 last year. The vast majority of our page visits, 80%, are automated search tools (bots and spiders), but, excluding those, we had a total of 2067 page views in July.

Commented [1]: visitors

For the archives Errol provided minutes and web pages from 11 years back, along with legal documents. It's under About ALP, under Archives. The group was impressed by the wealth of history that is available.

Bob Z. updated the registration fees on all pages from fifty-five to sixty dollars. One person registered for \$55 before the pages were updated.

Tom and Beth reported for the **curriculum committee**. Not until Sept 7 will they start to look at individual courses for spring 2024. Since spring is the longer semester, they aim for 25-27 courses. Kim asked for the curriculum committee to name a camera person to provide the start of a gallery.

For this fall, we have a new AI program. Martha Reingold will be canceled due to her health. Ann will follow up for fall social, including acting as greeter at the door.

Events and membership: The fall social will be 3:00-5:00 on a Tuesday in October, as usual. We agreed on a date of October 17 for it, because that would immediately follow what we expect to be a popular course on that date. However, October 17 is contingent on Seabury administration's approval, including their ability to cater it. Ann will get confirmation from Seabury.

In the past, the fall social has been free for members; it will take place in the terrace room outside the chapel. Wine, other drinks, and finger foods will be served. We will hand out a flier for it at the preview meeting.

Jasmine is in charge of the Seabury newsletter. Next meeting will be in person Sept 28.

Bylaws task force: Dougl, Ruth and Agnes went through the bylaws, with Bob Ellis helping. Most of the changes stem from ALP changing from a membership driven to a board driven organization. The proposed bylaws changes will be distributed before the next meeting. One of them is voting procedures. Note that the bylaws allow voting by proxy. Others are officers and their term lengths. There might be a need for adjustment, especially for treasurer or secretary. Bob Elis put together the diagram showing all the committees and officers.

Membership task force: Steve just sent out a meeting scheduling template for available dates. Beth is no longer on the task force.

Visual montage task force: Kim had no progress to report. We are all encouraged to take photos of courses and store them on alpcurriculum@gmail.com.

New business. Errol will send out the annual conflict of interest statement. You have to identify any conflict of interest that you may have.

Errol moved to Increase Jenny's pay by \$1 an hour (to \$21 an hour), effective to July 1. Tom seconded, and the motion passed.

The meeting was adjourned on a motion by Ann (Errol seconding), 2:54 pm.

Respectfully submitted,
Steve Law