### UConn-ALP Board of Directors

### Meeting Minutes

### Feb 22, 2024

The meeting was held on Zoom. **Present:** Jenny Gaines, Tom Gworek, Beth Horlitz, Bob Hewey, Kim Hunt, Steve Law, Errol Matzke, Ruth Mitman, Agnes Pier, Dougla Pyrke, Carol Simpson, Ann Winship.

Agnes and Ann made **announcements.** Agnes added four items to the agenda: (1) the Board meeting time of 1:30, (2) the video montage, (3) emails to the Board, and (4) review of positions needed for 2024-2026 slate.

Ann announced that Seabury’s Matt McGowan,VP of Marketing, met with Errol and Ann and agreed to some service enhancements for ALP. First, ALP will inform Matt how many non-residents are coming to classes. Matt will have signs to direct ALP visitors to parking. Second, Seabury will provide refreshments for ALP functions. Third, Christine DuPont, Seabury VP of marketing, will include ALP in Seabury marketing. The ALP Board will review advertising materials to ensure that ALP is properly identified as an independent organization promoting lifelong learning for both the public and Seabury residents.

Kim moved, and Carol seconded, to approve the **minutes from the October 26 and November 30, 2023, meetings.** The Board approved the October 26 (as amended) and November 30 minutes.

Agnes gave her **co-chairpersons’ report**. First, regarding the video presentation Carol and Bob Z edited for our website, the Board members have all viewed it and praise the results. Dougla recommended, and Jenny agreed, to email the video to all current members, and to send them a link when the video is posted on our site. Kim moved to approve posting the video on our site, and the Board passed the motion. Agnes reminded us that all emails to the Board must be mailed to all twelve Board members.

Kim recommended posting the Administrator’s office hours, currently 9 am to 12 pm Tuesdays and Thursdays. The Board can contact her on her personal phone outside those hours. Texting is her preferred method. Bob H will secure a mail cubby for Jenny.

Bob H submitted the **treasurer’s report**. Bob moved (Kim seconding) to authorize online banking access to ALP’s Vanguard account. The motion passed. Steve moved (Carol seconding) to accept the treasurer’s report. That motion passed.

Jenny gave the **administrator’s report.** Spring registration is 213 to date, plus 4 free semester registrants. There are two shut-in outreach members, Seabury Views (assisted living) and Immanuel House. Agnes requested a count of members by semester from 2019 through 2024.

Agnes, on behalf of Bob Z, presented the **Webmaster report**. It is working smoothly.

**ALP-Horn.** Carol reported that the remainder of the budget will not pay the expense of printing and mailing a summer issue due to greatly increased printing costs and asked whether we have another option. Discussion was tabled until the March meeting.

**Curriculum committee**, Beth reporting. Since the fall semester is shorter than the spring, the courses we have already booked will nearly fill the schedule. The committee will see if any can be offered by Zoom so that we can in turn support shut-in outreach.

**Events and membership:** no report.

**Bylaws task force:** Agnes will distribute the draft bylaws in time for the Board to review them for the March meeting and a vote in April.

Steve reported for the **Membership task force.** As noted above, there are two shut-in outreach programs in operation. Each runs independently of ALP technical support. Immanuel House has eight attendees, including two active members of Kim’s Creative Writing. Each will need an invoice.

**Nominations.** Agnes is willing to continue on the Board in 2024-25. Three committees—Events and Membership, Curriculum (for Tom) and Communications—need new chairs or co-chairs for 2024-26. Ideally, an at-large member will take one of those posts.

**New business.** Agnes asked for suggestions for speakers. Errol mentioned he invited Renee Bernasconi, CEO of Seabury to the annual meeting.

Kim, Ann, and Agnes will meet with Renee Bernasconi, CEO of Seabury, to decide on her role at the annual meeting.

Agnes asked the board their preference for a meeting time. The consensus was 1:30. The meeting was adjourned at 3:18. Next meeting, 1:30-3:30, March 28. Topics tabled until March: bylaws review, summer ALP-Horn. If you have more topics to add, send them to Kim, Agnes, and Jenny. Notify Steve of errors or omissions in these minutes.

Respectfully submitted,

Steve Law