

Adult Learning Program (ALP)
Annual Meeting June 1, 2010

The meeting was called to order at 12:54 PM by Chairman Walter Mayo following a lovely petite luncheon. Walter introduced John Mobley, chairman of Seabury who welcomed all to Seabury.

Three winners of the ALP Poetry contest read their poems.

The previous year's minutes were approved as presented.

Carol Matzke gave recognition to the officers and Board members whose terms were ending.

Ivan Backer and Bill Olds announced the presenters for the past fall and spring sessions. Each presenter will receive a certificate for Cinestudio at Trinity College.

The 2010-2011 budget was approved.

A single ballot was cast to elect the incoming Board members and officers.

Ann Winship of Seabury then spoke thanking ALP for working around the problems caused by the fire last year.

There was neither old nor new business to be discussed.

Marion Kelliher . ALP co-chair introduced Eugene R Gaddis, Curator of the Austin House at the Wadsworth Atheneum Museum of Art. He gave a very interesting lecture on the life of A. Everett (Chick) Austin and his association with the Museum. Mr. Austin lived from 1900-1957 and started his career at the Wadsworth in 1927. In 1985, his widow, Helen Goodwin Austin, donated their home on Scarborough St. to the Museum.the meeting was adjourned at 2:30 PM.

Respectfully Submitted,

Tobie Katz
Recording Secretary

ADULT LEARNING PROGRAM (ALP)
Annual Meeting Agenda
June 1, 2010

Welcome

Readings from the Second ALP Poetry Contest

Approval of the Minutes of the 2009 Annual Meeting

Recognitions

Officers and Board Members ending terms

Presenters of the ALP Seminars

Budget

Malcolm Millar, Treasurer

Approval of the 2010-2011 Proposed Budget

Nominations

Please see packet

Approval of the Slate of Nominations

Old Business

New Business

Introduction of Eugene R. Gaddis, Curator of the Austin House at the
Wadsworth Atheneum Museum of Art

Adult Learning Program (ALP)
Annual Meeting
June 2, 2009

The meeting began at 12:50 PM following luncheon at Seabury. Walter Mayo, Co-chair welcomed the attendees.

Several poetry readings from the first ALP Poetry Contest were read and roundly applauded.

The Minutes of the previous Annual Meeting were approved.

Those people who were leaving Board positions were recognized. Also recognized was our volunteer Eloise who unfortunately was ill and could not attend.

Program presenters were recognized and received Cinestudio tickets in appreciation of their service.

Walter Mayo thanked Linda Kulick of Seabury for all her work in support of ALP.

Dick Edwards, Treasurer presented the budget for 2009/10. A motion was made by Frank Shoring, seconded by Leon Carr to accept the budget. The motion was approved.

Nominations to the Board for the coming year were presented. Frank Shoring moved that nominations be closed, seconded by Ivan Backer. One vote, representing the membership, was cast to elect the nominees.

Old Business: Ivan Backer discussed membership responsibilities. He said they are three-fold: 1. attract new members; 2. volunteer to help run ALP; 3. make suggestions for courses of study.

New Business: None

Ivan Backer introduced guest speaker Richard Sugarman the founder of the Ct Forum. Mr. Sugarman gave a very interesting talk followed by a lively question and answer period.

The meeting was adjourned at 2:06 PM.

Respectfully submitted,

Tobie Katz
Recording Secretary

ALP Proposed Budget for 2010-2011

	2009- 2010 Annual <u>Budget</u>	2009- 2010 Projected <u>Actual</u>	2010- 2011 Proposed <u>Budget</u>
REVENUE			
Seabury Members			
At Large Members			
Total Membership	16000	21183	20000
Donations	500	1709	800
TOTAL REVENUE	16500	22892	20800
EXPENSES			
Postage	1500	700	1500
Telephone	600	470	600
Printing	1000	1500	2000
Office Supplies	100	150	200
Instructional Supplies	200	110	400
Presenter's Travel	0	0	500
Food	500	200	1000
Web Fee	300	300	300
Publicity	2500	2500	2500
Equipment	150	100	150
Contingency	100	100	500
University Services Fee	2400	3060	3200
Salary	5770	5500	7000
Fringe benefits - 8.6%	500	475	600
Transfere to ALP Checking A/C			
TOTAL EXPENSES	15620	15165	20450
Budget Results for Period	880	7727	350

ALP NOMINATIONS 2010

POSITION	CONTINUING IN OFFICE	TO BE ELECTED (2 YEAR TERM)
Co-Chairs	Marion Kelliher	Peter Cruikshank
Treasurer	Malcolm Miller	
Secretary		Tobie Katz
ALPhorn Editor	Helen Lansberg	
Curriculum Co-Chairs	Ivan Backer	Bill Olds
Communication Co-Chairs		Betty Breen (1 yr term) Leon Carr (1 yr term)
Membership Co-Chairs	June Johnson	Carol Matzke
At Large Representative (Seabury)		Don Berry
At Large Representative (Duncaster)		Jim Yaeger

ADULT LEARNING PROGRAM

ANNUAL REPORTS

2009-2010 Annual Report of the Co-Chairpersons

The beginning of this ALP year was only minimally affected by last summer's fire in parts of Seabury. The Seabury staff effectively managed classroom changes, and all ALP courses were accommodated.

The Membership Committee continued its custom of personally calling new members to welcome them to ALP

A new policy now provides easier-to-read ALPHorns upon request, to members with sight impairment.

We had interesting speakers at our Preview Meetings in September and January, and the meetings were well attended.

The enthusiasm of ALP participants is reflected in the growth of our membership to 200 this year and we have been able to offer a large number of seminars and single classes without crowding.

We always appreciate using the facilities of Seabury and the gracious and important efforts of Ann Winship, Linda Kulick and Glenn Zenor to smooth the way.

Marion Kelliher

Walter Mayo

ALP Treasures Report for 2009/10 Annual Meeting

High Lights:

- 1 We project that we will close the fiscal year 2009/10 with a gross surplus of \$27,279 less the \$10,000 ALP reserve. This reflects a gain of \$7727 over the previous fiscal year. It is mainly attributed to our increased membership which exceeded our budgeted amount by \$5200.
- 2 Total membership receipts for 2009/10 are \$21183. We currently have the equivalent of 204 full time members compared with total of 131 for last fiscal year.

Malcolm Millar ,Treasurer

326 Seabury Drive

Bloomfield, CT 06002-2654

E-mail: malcgm@pasty.net

ALPHORN REPORT HELEN LANSBERG

During the past year three ALP-HORNs were produced: the Fall 2009 issue, with eight pages, covering among other things the fall membership meeting and the fall seminars and single sessions, and including registration and membership forms; the Spring 2010, issue, with eight pages, covering among other things the spring membership meeting and spring seminars and single sessions, and including registration and membership forms; and the Summer, 2006, issue, covering among other things the annual meeting.

CURRICULUM COMMITTEE ANNUAL REPORT

The work of the Curriculum Committee has resulted in a dramatic increase in enrollment of ALP members which now totals 200 – the highest number in our history. In fall '09 there were 16 seminars and 10 single sessions, and in spring '10 there were 17 seminars and 11 single sessions, but two courses had to be cancelled because of the deaths Bruce Bellingham and Neil Macy.

We were able to attract more speakers from the outside: 14 in the fall and 23 in spring. The attendance in individual courses has also grown. In the fall the average number in each course [based on registrations and not actual attendance] was 42.3 and the mean average was 39. In the spring the average was 40.4 and the mean was 34. These results are a marked increase from spring '09 when the average attendance was 35.7 and the mean average was 32. Please also remember that some courses limit enrollment, e.g., memoirs, creative writing, poetry, the Play's the Thing, and bridge.

These trends have led the Curriculum Committee to conclude that in the future ALP should not sponsor more than a maximum of about 19 courses and the same number of single sessions.

Ivan Backer and Bill Olds, Co-Chairs

ALP MEMBERSHIP COMMITTEE REPORT

June 2009 – June 2010

The Membership Committee began the year with five members and has doubled this number to ten members (see attached). We held three meetings during the year: October 19, 2009, February 23 and April 26, 2010.

For the September 2009 and the January 2010 Preview meetings we arranged for refreshments, confirmed the meeting room and set-up for registration tables (one for current members and one for prospective members); confirmed parking arrangements for attendees and speakers; confirmed audio-visual needs of speakers; gathered supplies (extra name tags, pens, markers, paper clips, and sign-in sheets), extra registration forms (including ten in Tahoma type for sight impaired), and extra ALPhorns; and committee members manned the registration tables at the meetings. We had obtained the speakers for these two meetings and introduced them at the meetings: Edward Guay, Principal of Wintonbury Risk Management spoke at the September 2009 preview meeting and Kate Bolduc, CEO of Hartford Arts Council spoke at the January 2010 preview meeting. We had also obtained their biographies and submitted them to the ALPhorn editor for publication in the fall and spring editions.

After registrations in the fall 2009 the committee members contacted all new ALP members (53) to welcome them to ALP, and also attempted to contact the people whose membership had lapsed from the previous year to discover the reason for the lapsed membership (approximately 33). Several were deceased or had moved away, others felt they were too busy, had health issues or did not find anything on the program that interested them. Most of those we were able to contact wanted to remain on the mailing list and spoke favorably of ALP. In the spring of 2010 the committee members again contacted all new ALP members (29) to welcome them and to answer any questions they might have and also try to find out if they had any special interests.

We contacted prospective nominees to fill the open officer positions for 2010/2011 and submitted the slate to the board and to the editor of the ALPhorn for publication in the summer 2010 edition. We will present this slate (attached) to be voted on by the membership at the June 1 annual meeting.

For the June 1, 2010 annual membership meeting we will confirm dining room set up, collate supplies (including \$1 and \$5 bills for change) needed at the two registration tables to be set up outside the Seabury dining room; committee members will man the tables collecting lunch payment from the preregistered attendees and affixing a colored dot on their name tags. A member of our committee will be standing at the dining room entrance assuring all who enter have a colored dot on their name tag signifying payment. This is a new procedure which we will try in hopes of preventing congestion at the door.

We have compiled a Checklist (attached) to be included in the “white binder” under the “Membership Committee” tab which can be used by future Membership Committee Co-Chairs as a procedure guideline. We have also updated the Schedule of annual tasks by ALP officers and committees (only as it relates to the Membership Committee duties), which can be updated in the “white binder.”

Respectfully submitted,
Carol Matzke, Co-Chair
June Johnson, Co-Chair
May 7, 2010

Attachments: ALP MEMBERSHIP COMMITTEE MEMBERS (Rev 4/27/10)
ALP NOMINATIONS 2010
ALP Membership Committee Checklist (Rev 5/4/2010)
Schedule of annual tasks by ALP officers and committees (MEMBERSHIP Rev 2/22/2010)