

# ADULT LEARNING PROGRAM (ALP)

## Annual Meeting Agenda

June 5, 2012

WELCOME

POETRY READING

BUSINESS MEETING:

Approval of the Minutes of the 2011 Meeting

Recognitions

Officers and Board members ending terms

ALP Presenters

Budget

Approval of the 2012-2013 Proposed Budget

Nominations (Please see packet)

Approval of Slate of Nominations

Old Business

New Business

INTRODUCTION OF LINDA J. KELLY, PRESIDENT, HARTFORD FOUNDATION  
FOR PUBLIC GIVING

Adult Learning Program (ALP)  
Annual Meeting

June 5, 2012

Carol Matzke, Co-chairperson of ALP welcomed attendees at 12:15 PM and lunch was then served.

At 1:00 PM, 3 winners of the poetry contest read their works: Carol Fine; Glyn Dowden; and Elizabeth Kincaid-Ehlers.

The business meeting began at 1:14 PM. The Minutes of the 2011 Annual Meeting were approved as presented. Ivan Backer presented CineStudio passes to Officers and Board members whose terms were ending and also to ALP Presenters.

The proposed 2012-13 budget was presented and approved.

The slate of Board members for 2012-13 was approved.

As Old Business a member asked if a thank you note had been sent to Denise Nappier for her presentation to ALP. The answer was yes that it had been done.

There was no New Business.

Judge David Borden introduced the Guest speaker. She was Linda J. Kelley, President of the Hartford Foundation for Public Giving.

The meeting was adjourned at 2:03 PM.

Respectfully submitted,

Tobie Katz  
Recording Secretary

**ALP FISCAL YEAR 2012-2013 ANNUAL BUDGET  
(proposed)**

	2011-2012 Annual <u>Budget</u>	2012-2013 Annual <u>Proposed Budget</u>
Balance Carried Forward		25571
 <b>REVENUE</b>		
Membership Dues	21000	24000
Donations	900	1000
Annual Luncheon	800	1000
<b>TOTAL REVENUE</b>	<b>22700</b>	<b>26000</b>
 <b>EXPENSES</b>		
Postage	1500	1500
Telephone	600	600
Printing	1500	1500
Office Supplies	300	300
Instructional Supplies	700	700
Presenter Expenses	500	750
Food	2000	2000
Web Fee	300	800
Publicity	2500	2500
Equipment	500	500
Contingency 10% of Net Budget	2250	2600
University Services Fee	3400	3300
Salary	8500	10400
Fringe Benefits - 8.6%	700	900
<b>TOTAL EXPENSES</b>	<b>25250</b>	<b>28350</b>
Income to Budget Results	-2550	-2350
 <b>ALP RESERVE</b>	 <b>20000</b>	 <b>20270</b>

## ALP NOMINATIONS 2012-2013

<u>POSITION</u>	<u>CONTINUING IN OFFICE</u>	<u>TO BE ELECTED (2 year term)</u>
<b>CO-CHAIRS:</b>	Carol Matzke	Peter Cruikshank
<b>TREASURER:</b>	Janet Murphy	
<b>SECRETARY:</b>		Linda Bodnar
<b>ALP-HORN EDITOR:</b>	Helen Lansberg	
<b>WEB SITE MANAGER:</b>	Jean Yaeger	
<b>CURRICULUM CO-CHAIRS:</b>	Ivan Backer	Shirley Dudley
<b>COMMUNICATIONS CO-CHAIRS:</b>		Jim Yaeger Bob Ellis
<b>MEMBERSHIP CO-CHAIRS:</b>	Anne Morris (thru Sept.)	Paula Fisher
<b>AT LARGE REPRESENTATIVE: (Seabury)</b>		June Johnson
<b>AT LARGE REPRESENTATIVE: (Duncaster)</b>		Ann Southworth

## **2011-2012 Annual Report of the Co-Chairpersons**

This past year has been a busy one for the ALP Advisory Board, which met eight times during the year. Unfortunately we lost our Treasurer, Malcolm Millar over the summer. We are grateful to Janet Murphy for filling that position for the remaining 2-year term.

Due to space limitations at the UConn West Hartford Campus, the ALP Coordinator's office was moved in January to very nice accommodations at Duncaster.

Our Curriculum, Membership and Communications committees were very active and successful in providing stimulating courses, a fall social, and revised advertising materials respectively.

We are very appreciative of the Seabury and Duncaster staffs for hosting our programs at their facilities and cooperating in every way to ensure the success of the ALP program.

We are happy to report that the ALP membership has increased from 219 at the beginning of the ALP year, June 2011, to the current membership of 261, including 87 new members.

Pete Cruikshank and Carol Matzke

# CURRICULUM COMMITTEE ANNUAL REPORT

June 2012

ALP's strong curriculum has resulted in our continued growth in membership, which now consistently exceeds more than 250 members.

In fall '11 there were 20 seminars and 18 single sessions, and in spring '12 there were 19 seminars and 18 single sessions. Attendance also continues to be high and it is particularly ratifying to see many new faces. For the entire year, we were able to attract more outside speakers: 7 led seminars and 36 gave lectures at single sessions. None of these 43 individuals were paid as that is the ALP policy, and we owe all of them a debt of gratitude.

ALP is also grateful to the Seabury Retirement Community for hosting us and for the invaluable assistance with its Audio Visual Equipment. A few courses were also given at Duncaster Retirement Community which has been very cooperative.

Ivan Backer and Marion Kelliher, Co-Chairs

## Communication Committee Annual Report 2011-2012

The Communication Committee produced a 1/4 page ad in the Yankee Flyer, highlighting the Fall & Spring Previews. We also arranged for articles, describing the Adult Learning Program, aka ALP, to be placed in other publications in a timely fashion, giving a little more description of what we are about. Contacts were made with town access TV stations and notices of Fall and Spring Previews were added to their calendar.

"Invitation" cards were made available to be given out to interested parties for the Spring Preview, encouraging attendance with a personal invitation.

Information packets were distributed to libraries and senior centers. Updated brochures and bookmarks have been produced to be placed in these packets.

The Committee was also available at an event at Beth Hillel Synagogue in February for Martin Luther King Day, to answer questions about ALP and pass out packets.

Respectfully submitted,  
Betty Breen & Leon Carr, Co-Chairs

ALP MEMBERSHIP COMMITTEE REPORT  
June, 2011 – June, 2012

Activities throughout the year:

- Organized September and January course Preview Meetings;
- Signed up and welcomed new members (50 in the fall, 37 in the spring);
- Held wine and cheese social in October with more than 100 people attending;
- Recruited potential committee members and co-chairs for open positions and presented a slate of nominations to the Advisory Board;
- Arranged and hosted Annual Meeting.

Respectfully submitted,

Anne Morris and Rose Pollock  
Co-chairpersons

ALP-HORN            HELEN LANSBERG

During the past year three ALP-Horns were produced: the fall 2011 issue, the spring 2012 issue, and the summer 2012 issue. The fall 2011 issue had 12 pages, covering among other things the fall membership meeting and the fall seminars and single sessions, and including registration and membership forms. The spring 2012 issue also had 12 pages, covering among other things the spring membership meeting and spring seminars and single sessions, and including registration and membership forms. The summer 2012 issue had six pages, and covered among other things the annual meeting.

We have again employed an enhanced, enlarged font on white stock for easier reading.

We continue to be part of the Communications Committee.