

ADULT LEARNING PROGRAM (ALP)

Annual Meeting Agenda

June 4, 2013

WELCOME

LUNCH

BUSINESS MEETING:

Approval of the Minutes of the 2012 Annual Meeting

Recognitions

Officers and Board members ending terms

ALP Presenters

Budget

Approval of the 2013-2014 Proposed Budget

Nominations (Please see packet)

Approval of Slate of Nominations

Old Business

New Business

INTRODUCTION OF WALTER HARRISON, PRESIDENT, THE UNIVERSITY OF
HARTFORD

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 REPORT

	2012-2013 Annual <u>Budget</u>	2012-2013 Anticipated <u>Results</u>
REVENUE		
Membership Dues	24000	22800
Donations	1000	1200
Tour of Hartford Fees		630
Annual Luncheon	1000	1000
TOTAL REVENUE	26000	25630
EXPENSES		
Postage	1500	1000
Telephone	600	300
Printing	1500	1700
Office Supplies	300	300
Instructional Supplies	700	700
Presenter Travel	750	100
Food	2000	1500
Web Fee	800	500
Communications/Publicity	2500	800
Equipment	500	500
Contingency 10% of Net Budget	2600	1900
University Services Fee	3300	0
Salary	10400	10400
Fringe Benefits - 8.6%	900	940
TOTAL EXPENSES	28350	20640
Budget to Income Results for Period	-2350	4990
CHECKING ACCOUNT BALANCE		22900
ALP RESERVE		20600
BALANCE AT UCONN		2000

Janet Murphy
Treasurer

ALP FISCAL YEAR 2013-2014 ANNUAL BUDGET
(proposed)

	2012-2013 Annual <u>Budget</u>	2013-2014 Annual <u>Budget</u>
Balance Carried Forward		
REVENUE		
Membership Dues	24000	23000
Donations	1000	1000
Annual Luncheon	1000	1000
TOTAL REVENUE	26000	25000
EXPENSES		
Postage	1500	1500
Telephone	600	0
Printing	1500	1750
Office Supplies	300	300
Instructional Supplies	700	1000
Presenter Expenses	750	750
Food	2000	2000
Web Fee	800	800
Communications	2500	1300
Equipment	500	300
Contingency 10% of Net Budget	2600	2500
University Services Fee	3300	1500
Salary	10400	10400
Fringe Benefits - 8.6%	900	900
TOTAL EXPENSES	28350	25000
Income to Budget Results	-2350	0
ALP RESERVE		

Janet Murphy
Treasurer

4/25/2013

ALP NOMINATIONS 2013 – 2014

<u>POSITIONS</u>	<u>TO BE ELECTED FOR A 2-YEAR TERM</u>	<u>CONTINUING IN OFFICE/POSITION</u>
CO-CHAIRS -Board	Patrick Hatcher	Pete Cruikshank
TREASURER	Janet Murphy	
SECRETARY	Ann Parkhurst	
ALPHORN EDITOR	Jim Yaeger	
WEB SITE MANAGER		Jean Yaeger
CURRICULUM CO-CHAIR	David Winer	Shirley Dudley
COMMUNICATION CO-CHAIR	Shirley Morrison	Bob Ellis
MEMBERSHIP CO-CHAIR	Polly Ellis (1 year)	Paula Fisher
AT-LARGE REPRESENTATIVE (Seabury)		June Johnson
AT-LARGE REPRESENTATIVE (Duncaster)		Open

2012-2013 Annual Report of the Co-Chairpersons

The ALP organization has continued to flourish over this past year with a strong curriculum, a fall membership social, an up-to-date web site, and a renewed effort to encourage the membership to hand out publicity tri-folds to friends and neighbors.

ALP has had a Memo of Understanding with the University of Connecticut since 1999; the latest agreement was signed by the Center for Continuing Studies which now no longer exists. Because of this and UConn's announced plan to move the West Hartford campus to downtown Hartford, the ALP board approved taking over our banking duties rather than running our registrations through the University of Connecticut system. Most of the other items under the agreement are still being provided by UConn; although they have relieved ALP of having to pay the usual fee for the fiscal year 2012-2013. The Co-Chairs traveled to the Storrs campus several times to meet with UConn representatives to determine how and where ALP would best fit in the reorganization, and we are continuing to correspond and work with them toward negotiating a new Memo of Understanding.

The ALP Advisory Board approved sending three ALP members to represent our organization at the Northeast Lifelong Learning Conference held in New Bedford, MA in April 2013. They attended workshops with the idea of sharing information and obtaining new ideas for our organization.

Carol Matzke and Pete Cruikshank

ALP MEMBERSHIP COMMITTEE REPORT

June 2012 – June 2013

Meetings were held: September, October, December, March and May

Activities throughout the year:

1. September and January Preview Meetings:

- a. Selected and confirmed Keynote Speakers/ALP introductions of speakers and submitted speaker biographies to the Alphon.
- b. Organized registration set-up, ordered refreshments, confirmed parking for attendees and speakers, checked audio-visual needs of speakers, planned for supplies and materials at tables, collected completed registration forms and checks.
- c. September - Speaker Walter Woodward, Ph.D., State Historian of Connecticut [“Handed Down In Song: New England's Past As Captured In The Helen Hartness Flanders Ballad Collection”]
January - Louise V. North, Janet M. Wedge, and Landa M. Freeman [presenting excerpts from their book *In the Words of Women: The Revolutionary War and the Birth of the Nation*]
- d. With Curriculum Committee, created a questionnaire for distribution to participants at the January Preview Meeting inquiring about interests and backgrounds in order to identify future possibilities for committee participation and enlarging curriculum topics.

2. New Members: Contacted and welcomed new ALP members and answered their questions.

3. ALP Social: A good time for old and new ALPers to meet and socialize at this September event. Wine and hors d'oeuvres were served following a well-attended afternoon lecture class by Shyamala Raman of St. Joseph University entitled "Global Economic Interdependence."

4. Nominations: The slate of Nominees to serve in 2013-2014 was completed and presented to the Advisory Board for approval by the ALP membership at the Annual Meeting in June.

5. Annual Meeting: Arrangements were made for registration tables near the Seabury dining room to check names of pre-paid luncheon attendees, affix colored dots to name tags identifying food choices and monitor dining room entrance for paid members.

6. Updated Guidelines: To be included in the "Membership Committee" tab in the Binder distributed to future Membership Committee co-chairpersons.

Respectfully submitted,

Paula Fisher and Polly Ellis
Co-chairpersons

UConnALP Website Annual Report

June 2013

The main job of the Webmaster and Assistant is the update of the class schedule in the fall and spring. This is done from an ALP-Horn pdf file sent by the ALP-Horn editor when the issue goes to the printer. The website is updated and available by the time the ALP-Horn is sent to members.

The website is updated in the fall and spring with articles for the Creative Writing and Memoirs classes as supplied by the classes' coordinator (Noreen Channels).

This year was busier than previous years with updates to the website of all schedule changes, cancellations and additions.

In the fall of 2012, the Navigation Menu (left hand side of the screen) and colors of the website were changed. A dark blue, drop-down menu was added to update the appearance of the site.

Each issue of the ALP-Horn has been uploaded to the site and may be read or printed from the website. There are issues dating back to fall of 2010. The Website Manual (visible only in edit mode) has been updated to reflect the recent changes to the website. These files are detailed instructions for maintaining the website.

In hopes of making the use of the Personal Calendar easier, "How To" instructions have been added to the drop-down menu and a note added to the Home page.

Jean Yaeger, Webmaster
Marian Kelliher, Web Assistant

To: ALP Advisory Committee

From: Jim Yaeger and Bob Ellis, Co-Chairs, Communication Committee

Date: March 27, 2013

Subject: Communication Committee Annual Report, 2012-13

Committee Members:

Jim Yaeger, Co-Chair

Bob Ellis, Co-Chair

Helen Lansberg, ALP-Horn Editor

Jean Yaeger, Webmaster

Joe Girgenti

Shirley Morrison

Three continuing programs were maintained:

- 1) Three issues of the ALP-Horn were published;
- 2) The website (uconnalp.org) was updated for the fall and spring semester course offerings and repeatedly to add other new material;
- 3) Ads were placed in the Yankee Flyer to announce the fall and winter preview meetings.

Three new programs were initiated to publicize ALP programs:

- 1) One thousand program inserts were distributed at the August presentation at TheaterWorks;
- 2) Publicity packages and letters of invitation were sent to 14 retirement communities in the greater Hartford area which included independent living residents;
- 3) Course Liaisons were asked to make available at each course session ALP tri-fold descriptive brochures. Participants are encouraged to take a brochure for a friend.

An article by Phil Knecht about the spring preview meeting and an accompanying announcement were published in the Farmington Valley News.

When asked to indicate on their registration forms how they learned about ALP, none of the registrants indicated that they had seen the theater program inserts or the information sent to retirement communities. Therefore, these efforts will not be continued. The impact of the distribution of the tri-fold brochures is not yet known.

Curriculum Committee Annual Report

In Fall 2012 we held 19 seminars and 19 single sessions. In Spring 2013 we held 19 seminars and 18 single sessions with a few make-up sessions due to snowstorms. We are continuing to organize the same number of courses for future semesters. Our enrollment slightly declined in the spring but attendance for the classes held steady throughout the semester. Presenters came from our talented members and from the outside wider community in about equal numbers. Our regular "core" courses continue to attract participants. We carefully study the evaluations of the seminars to monitor the quality of the classes and the presenters as we prepare curriculum for the next semester.

A survey, prepared by Ivan Backer and Paula Fisher, was circulated to our members to ascertain topics of interest and to solicit new ideas for our offerings. Results indicated that the humanities were still of greatest interest but courses in science, current events, places of interest, law and ethics, and practical issues relating to aging were mentioned as well.

Seabury Retirement Community is the location of most of the courses along with a few at Duncaster. Occasionally a course will be held on the site of the subject matter, i.e., Hartford Stage, or in the woods as is the case of the hikes.

Our sincere thanks go to the faithful, talented, hard-working Curriculum Committee members who contribute so much to ALP.

Ivan Backer and Shirley Dudley. Co-Chairs

ALP-HORN HELEN LANSBERG

During the past year three ALP-Horns were produced: the fall 2012 issue, the spring 2013 issue, and the summer 2013 issue. The fall 2012 issue had 14 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 14 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. It was produced almost entirely by the incoming ALP-horn editor, Jim Yaeger. My thanks to him and to all those who got information to me and helped with proofing over my years as editor.