

MINUTES OF THE ANNUAL MEETING
of the
ADULT LEARNING PROGRAM, Inc.
September 17, 2020

The Annual Meeting of the Adult Learning Program, Inc. was called to order on Thursday September 17, 2020 at 10:00am by Jack Gregory, Co-Chairperson. The meeting was held by utilizing the Zoom Teleconferencing Platform due to the ongoing COVID-19 Pandemic. Approximately 50 members were in attendance.

Several Announcements were made by Jack concerning major events which had happened over the past year. Among the most important announcements was the renewal of the UConn Sponsorship Agreement now set to expire on February 28, 2025 and the development of the ALP Zoom programs and classes which will facilitate the continuation of ALP in to the future. ALP now has the flexibility to provide quality classes and continue to grow as the circumstances dictate. Due credit was given to key ALP Board members who were directly involved in this major effort. Those board members include Kimball Hunt, Tom Gworek, Bob Ellis and Agnes Pier. Phil Will, will serve as Zoom Consultant as needed.

The membership was informed about the effort now underway to consolidate the ALP Coordinator function and the Curriculum Committee class scheduling function into one job and prepare a revised ALP Coordinator Job Description reflecting the consolidation. This should be completed by year end.

It was properly moved and seconded to accept the Minutes of the Annual Meeting held on June 4, 2019. The motion was passed.

As Treasurer, Errol Matzke reported that ALP is still in good financial shape as of the end of FY 2020 despite the fact that members who paid for the spring semester were not charged for the fall semester. Members will be charged for the next spring semester and the financial projections for FY 2021 were presented based on three membership scenarios. The motion to accept the projected budget for FY 2021 was made, seconded and passed. Errol also once again presented the new Online Registration System and emphasized the need for members to use it in order to help increase ALP's efficiency.

The slate of nominations for ALP Board Members for FY 2021 was presented by Louise Fisher, Co-Chair of the Event and Member Support Committee. The slate was voted on and accepted by the membership. Agnes Pier was elected Co-Chair of ALP, Tom Gworek was elected Co-Chair of the Curriculum Committee, Sandy Slipp Co-Chair of the Event and Member Support Committee, Alice Cruikshank Secretary, Ann Winship and Marilyn Stockton were elected Members-at Large.

There were no questions by members regarding the reports of ALP's various committees.

Agnes Pier provided a lot of details and specific instructions to the membership regarding the use of Zoom in preparation for the beginning of the Zoom classes which will start on September 24.

Final comments were made by Jack concerning the need for backup in the positions of Webmaster and ALP-Horn Editor. He asked for members to come forward if they have an interest or background in either of these important functions which are essential to ALP's ongoing success. Elderhostel(Road Scholar) and ALP History was mentioned as something of potential interest to members.

The meeting was adjourned at 11:10am.

Alice Cruikshank
Secretary

Adult Learning Program, Inc.
Annual Meeting – September 17, 2020
Slate of Board of Directors Positions

POSITIONS	CONTINUING IN OFFICE	TO BE ELECTED
ALP Co-Chairs	Jack Gregory	Agnes Pier
Curriculum Committee Co-Chairs	Kim Hunt	Tom Gworek
Event and Member Support Comm. Co-Chairs	Louise Fisher	Sandy Slipp
Communications Committee Co-Chairs		TBD
ALP-Horn Editor		Bob Ellis
Webmaster		Donna Cote
Secretary		Alice Cruikshank
Treasurer	Errol Matzke	
Seabury Member-at- Large		Ann Winship
Duncaster Member-at –Large		TBD

June 30, 2020 Financial Outlook

	2020		FY2020 Outlook	FY2020 Plan	Delta Favorable/ (Unfavorable)
	May	Jun			
Income					
Membership Dues	\$ -	\$ -	\$ 31,330.00	\$ 30,000.00	\$ 1,330.00
Donations	\$ -	\$ -	\$ 4,137.00	\$ 3,000.00	\$ 1,137.00
Interest	\$ 81.25	\$ 35.00	\$ 949.22	\$ 500.00	\$ 449.22
Annual Luncheon	\$ -	\$ -	\$ 10.00	\$ 1,000.00	\$ (990.00)
Total Revenue	\$ 81.25	\$ 35.00	\$ 36,426.22	\$ 34,500.00	
Expenses					
Food	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Presenter Stipend	\$ -	\$ -	\$ 2,556.84	\$ 5,000.00	\$ 2,443.16
Office Supplies/Equip	\$ -	\$ 87.15	\$ 600.37	\$ 1,200.00	\$ 599.63
Ins/Bonding	\$ 595.00	\$ -	\$ 1,675.00	\$ 1,700.00	\$ 25.00
Treasurer Admin Expense	\$ -	\$ -	\$ 94.55	\$ 100.00	\$ 5.45
Presenter Exp/Supplies	\$ -	\$ -	\$ 276.63	\$ 200.00	\$ (76.63)
Printing	\$ -	\$ -	\$ 364.94	\$ 201.00	\$ (163.94)
Comm/Publicity	\$ -	\$ -	\$ 367.10	\$ 200.00	\$ (167.10)
ALP Horn	\$ -	\$ -	\$ 2,020.65	\$ 1,800.00	\$ (220.65)
WEB Site/IT Supt/Software	\$ 625.00	\$ 183.53	\$ 3,330.70	\$ 3,000.00	\$ (330.70)
Postage	\$ -	\$ 184.95	\$ 1,431.18	\$ 1,000.00	\$ (431.18)
Coordinator	\$ 2,525.00	\$ 2,240.00	\$ 22,730.00	\$ 20,240.00	\$ (2,490.00)
Total Expense	\$ 3,745.00	\$ 2,695.63	\$ 35,447.96	\$ 37,641.00	
Net Revenue (Profit)	\$ (3,663.75)	\$ (2,660.63)	\$ 978.26	\$ (3,141.00)	

Month-End Checkbook Balance:	\$ 16,168.94
In Process	\$ (5,175.00)
Month-End Bank Balance:	\$ 21,343.94
CD#1, #2, #3, #4, #5 (Dec)	\$ 53,826.50
Less Unrecorded Payables (est)	
Net Assets	\$ 69,995.44 \$ 67,334.81
Net Assets 12 Mos. Prior	\$ 71,051.39 \$ 67,319.14

6/20/20

FY 2021 OUTLOOK

	FY2020	FY 2021	
	Year End	July-Dec	Jan-Jun
Income			
Membership Dues	\$ 31,330.00	\$ -	\$ -
Donations	\$ 4,137.00	\$ -	\$ -
Interest	\$ 949.22	\$ 110.00	\$ 60.00
Total Revenue	\$ 36,416.22	\$ 110.00	?
Expenses			
Coordinator	\$ 22,730.00	\$ 6,000.00	\$ 3,000.00
Presenter Stipend	\$ 2,556.84	\$ 1,000.00	\$ -
WEB Site/IT Supt/Software	\$3,330.70	\$ 1,495.00	\$ 1,495.00
ALP Horn	\$ 2,020.65	\$ 1,240.00	\$ 1,240.00
Ins/Bonding	\$ 1,675.00	\$ 384.00	\$ 1,291.00
Treasurer Admin Expense	\$ 94.55	\$ 620.00	\$ 670.00
Postage	\$ 1,431.18	\$ 500.00	\$ -
Office Supplies/Equip	\$ 600.37	\$ 300.00	\$ -
Presenter Exp/Supplies	\$ 276.63	\$ 200.00	\$ -
Printing	\$ 364.94	\$ 200.00	\$ -
Comm/Publicity	\$ 367.10	\$ -	\$ -
	\$ -		
Total Expense	\$ 35,447.96	\$ 11,939.00	?
Net Profit/(Loss)	\$ 968.26	\$ (11,829.00)	?
Month-End Checkbook Balance:	\$ 13,778.37		
CD#1, #2, #3, #4, #5	\$ 53,607.10		
Net Assets	\$67,440.84	\$55,611.84	?
Net Assets 12 Mos. Prior	\$ 67,319.14	\$ 70,947.66	68,799.81

6/24/20