

NOTICE and AGENDA
for ANNUAL MEETING
The Adult Learning Program, Inc.
June 8, 2021 - 10:00 am
(To Be Conducted Via Zoom Teleconferencing)

1. Call to Order and Announcements
2. Review of Voting Procedure
3. Minutes of 2020 Annual Meeting
4. Treasurer's Report:
 - a. Year End FY 2020 -2021 Budget Status Report
 - b. FY 2021 – 2022 Proposed Budget
5. Proposed By-Law Amendments
6. Proposed Slate of New ALP Board Members
7. Committee Reports
8. Introduction of Speaker
9. Questions and Closing Remarks
10. Adjournment

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.

Announcements were made concerning major events which had happened over the past year. Among the most important announcements was the renewal of the UConn Sponsorship Agreement set to expire on February 28, 2025 and the development of the ALP Zoom programs which will facilitate the continuation of ALP in 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, including Kimball Hunt, Tom Gworek, Bob Ellis and Agnes Pier. Phil Will, serves as Zoom Consultant

The membership was informed about the consolidation of the ALP Coordinator function and the Curriculum preparation 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 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 committees.

Agnes Pier provided details and specific instructions to the membership regarding the use of Zoom for the beginning of the 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

TREASURER'S REPORT 2020 -2021

Both semesters this -year had an enrollment of slightly more than 250 members, and thanks to member support through generous donations along with greater than expected membership dues payments, the current year is anticipated to end with loss significantly less than expected. You can see this summarized in the Net Revenue line near the bottom of the chart. Several unexpected expenses involved expanding Zoom to get the capacity we needed, updating our computer equipment, and supplementing our insurance. Of these expenses, only the Zoom expense will recur next year. However, recognizing that unanticipated expenses do occur, we have built in a contingency allowance of about 5% for next year to provide a more realistic view of anticipated expenses. The contingency is shown as a line item at the end of the Expense section.

The outlook for next year is based on a continued membership of 250 and shows that at that level we can expect further improvement to essentially the break-even point by the end of the year.

With respect to our overall computer systems and data processing upgrade, the program continues, with the credit/debit card, registration and course selection pages in the ALP website having successfully operated for a full year now. The next phase, which involves integrating these functions with the course and membership management systems, will be developed starting this fall. Over-all, ALP finances continue to be healthy and the current problems associated with the coronavirus haven't caused any significant long-term budget problem.

Summary 2021 Fiscal Year End and FY 2022 Outlook

	Actual 7/1/2020 Thru 4/30/2021	Fiscal Year(See Below)		
		2021 PLAN	2021 Actual(Est)	2022 Forecast
Income				
Membership Dues	\$15,204.83	\$12,063.00	\$15,300.00	\$23,900.00
Donations	\$5,594.62	\$2,100.00	\$5,600.00	\$4,200.00
Interest	\$202.69	\$170.00	\$237.00	\$225.00
Income	\$21,002.14	\$14,333.00	\$21,137.00	\$28,325.00
Expense				
ALP Horn	\$1,258.97	\$1,860.00	\$1,925.00	\$2,000.00
Coordinator	\$11,370.00	\$12,875.00	\$13,400.00	\$15,000.00
Communcations/Publicity	\$0.00	\$200.00	\$0.00	\$200.00
Insurance/Bonding	\$2,853.58	\$2,276.00	\$2,835.00	\$1,676.00
Office Supplies/Equip	\$2,557.40	\$725.00	\$2,850.00	\$900.00
Postage	\$512.54	\$925.00	\$800.00	\$800.00
Presenter Expense	\$0.00	\$300.00	\$0.00	\$200.00
Presenter Stipend	\$1,850.00	\$3,260.00	\$3,100.00	\$3,100.00
Treasury	\$374.13	\$770.00	\$420.00	\$500.00
Tech Support/Web Site	\$2,569.32	\$2,769.00	\$3,575.00	\$3,600.00
Contingency	\$0.00	\$0.00	\$0.00	\$1,500.00
Expense	\$23,345.94	\$25,960.00	\$28,905.00	\$29,476.00
Net Revenue	(2,343.80)	(11,627.00)	(7,768.00)	(1,151.00)

Total Assets (estimated)	6/30/2020	\$67,299.31
	6/30/2021 (est)	\$59,600.00
	6/30/2022 (est)	\$58,400.00

Fiscal Year (F/Y) 2020 7/1/2019-6/30/2020

() Parentheses Denote a Loss

Fiscal Year (F/Y) 2021 7/1/2020-6/30/2021

Fiscal Year (F/Y) 2022 7/1/2021-6/30/2022

TO ALL ALP MEMBERS:

Attached to this cover letter for your review are a revised set of ALP bylaws incorporating amendments approved by the Board of Directors. As required by Section 9.1 of ALP's bylaws, any proposed amendments approved by the Board must also be approved by "at least two-thirds of the members present at a duly called meeting at which a quorum (20 members) is present." The next membership meeting is the Annual Meeting scheduled for Tuesday, June 8 at which time all members in attendance will vote on whether to approve or disapprove the proposed changes. The following is an explanatory summary of those changes:

Boldface underlined = Text to be deleted
Boldface in italics = Text to be added

ARTICLE 2.1 Members

CURRENT TEXT The Corporation is a member organization and individuals committed to the vision and mission may become members by **completing a membership application** and paying **semi-annual (one semester) or annual (two semesters) membership fee**, the amount of which shall be determined by the Board of Directors . . .

PROPOSED TEXT The Corporation is a member organization and individuals committed to the vision and mission may become members by ***registering for classes*** and paying ***membership dues***, the amount of which ***and the period covered*** shall be determined by the Board of Directors . . .

EXPLANATION There is no membership application and the annual membership fee is no longer applicable.

ARTICLE 2.2 Classes of Members

CURRENT TEXT The Corporation shall have one class of members. Any individual person who **applies to become a member and pays the stipulated membership dues is eligible for membership.**

PROPOSED TEXT The Corporation shall have one class of members. Any individual person who ***meets the requirements in Section 2.1 shall be deemed a member.***

EXPLANATION There is no membership application process and no "eligibility" determination.

ARTICLE 2.3(b) Qualifications for Voting

CURRENT TEXT Pay **annual or semi-annual** dues on a schedule as determined by the Board of Directors **and approved by the members at the annual meeting each year.** Only those members whose dues have been paid for the current **semester** shall be eligible to vote.

PROPOSED TEXT Pay dues on a schedule as determined by the Board of Directors. Only those members whose dues have been paid for the current *period* shall be eligible to vote.

EXPLANATION Annual fee is no longer applicable and membership approval of dues/schedule determined by Board is not practical. Flexibility required if need arises to change the schedule to other than by semester.

ARTICLE 3.1 Board of Directors

CURRENT TEXT The affairs of the Corporation shall be managed by the Board of Directors, composed of the elected Officers, the **Chairs** of the Standing Committees, the editor of the ALP-Horn **and** the Website Manager.

The immediate past **Co-Chairs** of the Board **shall** be ex-officio **members** for a one-year term, and the University of Connecticut **shall** have an ex-officio member. Ex officio members shall have no voting rights and shall not count towards a quorum.

PROPOSED TEXT The affairs of the Corporation shall be managed by the Board of Directors, composed of the elected Officers (*See Section 4.1*), the **Co-Chairs** of the Standing Committees, the editor of the ALP-Horn, the Website Manager, **and up to two Members-At-Large (see Section 6.10)**.

The immediate past **Co-Chair** of the Board **may** be **an** ex-officio **member** for a one-year term, and the University of Connecticut **may** have an ex-officio member. Ex officio members shall have no voting rights and shall not count towards a quorum.

EXPLANATION Section 5.10 (now 6.10) indicates two Members-At-Large may be elected to the Board at the Board's discretion.
Also, since we only have the possibility of one co-chair retiring each year, the plural "co-chairs" is inappropriate. The use of "shall be" and "shall have" implies a requirement instead of an option.

ARTICLE 3.2 Number, Election and Term of Office

CURRENT TEXT There shall be no fewer than three (3) nor more than **twenty-five (25) directorships** on the Board of Directors, and the number of **directorships** at any time shall be the number of directors elected at the last annual or **quarterly** Meeting.

PROPOSED TEXT There shall be no fewer than three (3) nor more than **eighteen (18) directors** on the Board of Directors, and the number of **directors** at any time shall be the number of directors elected at the last annual or **duly scheduled Membership Meeting plus those directors completing their term in office**.

EXPLANATION Maximum number of directors changed to conform to proposed change to 3.1. Language also changed to reflect that only half of the board is elected

each year; the other half continues their term in office. Also, we have no quarterly meetings.

ARTICLE 3.2 Number, Election and Term of Office (cont'd)

CURRENT TEXT The Board of Directors shall be divided into two classes, one class of which shall be elected each year for a two-year term. The Secretary, **and** one Co-Chair of the Board of Directors, **the Standing Committees and the Web Site Manager shall be elected in one class,** and the Treasurer, **the Editor of the ALP Horn** and other Co-chairs shall be elected in the other class.

PROPOSED TEXT *Except for the ALP Horn Editor and the Website Manager,* the Board of Directors shall be divided into two classes, one class of which shall be elected each year for a two-year term. The Secretary, one Co-Chair of the Board of Directors ***and one Co-Chair of each of the Standing Committees shall be elected in one class,*** and the Treasurer, and other Co-Chairs shall be elected in the other class.

EXPLANATION Changed to reflect proposed change in term limits for the Horn Editor and Website Manager and their exclusion from the normal election process.

ARTICLE 3.2 Number, Election and Term of Office (cont'd)

CURRENT TEXT Each person may be elected for an additional consecutive two-year term in that position. **No Officer, Chairperson or ALP Horn Editor** shall serve consecutive terms, **either full or partial, aggregating more than four years in one position.**

PROPOSED TEXT Each person may be elected for an additional consecutive two-year term in that position. No ***Director, except for the ALP Horn Editor and Web Site Manager,*** shall serve consecutive ***full*** terms aggregating more than four years in one position.

EXPLANATION Changed to reflect the elimination of term limits for technical positions of Horn Editor and Web-Site Manager; also eliminates need to apply subjective interpretation of "partial" term.

ARTICLE 3.3 Vacancies and Removals

CURRENT TEXT A Director may be removed from office anytime by a two-thirds vote of the Board **and a vote of the Membership.**

Any director who is absent from three consecutive meetings without adequate excuse as determined by the Board of Directors ***shall*** be deemed to have resigned.

PROPOSED TEXT A Director may be removed from office anytime by a two-thirds vote of the Board. Any director who is absent from three consecutive meetings without

adequate excuse as determined by the Board of Directors *may* be deemed to have resigned.

EXPLANATION Eliminates vague and impractical process for removing a Director from the Board. Changed to leave the decision up to the Board.

ARTICLE 4.2 Co-Chairs

CURRENT TEXT The **Co-Chairs** shall share responsibility for presiding at all Board of Directors and member meetings and shall perform such other duties as may be required of them by the Board of Directors. They shall be ex-officio members of all committees.

PROPOSED TEXT The **Board of Directors** Co-Chairs shall share responsibility for presiding at all Board of Directors and member meetings and shall perform such other duties as may be required of them by the Board of Directors. They shall be ex-officio members of all committees.

EXPLANATION Changed to distinguish between BOD Directors and Standing Committee Co-chairs.

ARTICLE 4.4 Treasurer

CURRENT TEXT Unchanged fiscal duties of the Treasurer.

PROPOSED TEXT ***ADDED: The Treasurer shall maintain and act as custodian of ALP records in a location established by the Board of Directors. Such records will include all existing records of the Corporation which relate to its organization and are necessary for its ongoing functioning. Such records shall include original or copies of the Certificate of Incorporation, the contractual agreement(s) with UCONN, the By-Laws of the Corporation, IRS correspondence confirming 501(c)(3) status, contractual agreements relating to bonding and insurance, the most recent signed statements identifying conflicts of interest by Board members, a year end summary statement of financial activity for the year, a year-end bank statement indicating the condition of the ALP account at that time, copy of the minutes of the most recent Annual Meeting, including the budget agreed upon in that meeting and a list of the membership at the time of that meeting, copies of the minutes of Board meetings, and any other documents specified by the Board. It is understood that it is the duty of members or employees of ALP, including the Board, to deliver such documents to the Treasurer to the extent that such documents are in their possession or must otherwise be prepared by them in accordance with their ALP duties.***

EXPLANATION Added record custodial duties acquired over the years but not previously documented.

ARTICLE	4.6	Officers Terms in Office
CURRENT TEXT		Each officer shall serve for a term of two years and thereafter until his successor is elected <u>and qualified.</u>
PROPOSED TEXT		Each officer shall serve for a term of two years <i>unless reelected for an additional two-year term per Section 3.2</i> and thereafter until his <i>or her</i> successor is elected.
EXPLANATION		For clarification and consistency.

ARTICLE 5. Standing Committees

CURRENT TEXT All text pertaining to Standing Committees

PROPOSED TEXT 5. *ALP Horn Editor and Web Site Manager*

- 5.1 *The ALP Horn Editor. The ALP Horn Editor shall be responsible for coordinating the tri- annual publication of the Corporation's newsletter, the ALP Horn, to ensure all members are aware of upcoming events and each semester's curriculum from which members can make selections and register for the upcoming semester.*
- 5.2 *The Web Site Manager shall be responsible for maintaining the Corporation's web site (alp.uconn.edu) to enable all members to access current program-related information, including a copy of the latest class syllabi and schedule from which members can make selections, register, and develop their own personal schedule for future reference.*
- 5.3 *Term of Office: When their offices become vacant, the ALP Horn Editor and Web Site Manager may be appointed by the Board but should then be elected by the Membership at a duly scheduled business meeting. They shall continue to serve until they resign or are removed in accordance with Section 3.3.*

EXPLANATION As semi-autonomous positions with unique terms of office, the ALP Horn Editor and Web Site Manager are no longer part of the Communications Committee and their positions are now defined here as a separate article. The previously assigned Article 5, Standing Committees, is now Article 6 and all other subsequent articles have been re-numbered to accommodate the new Article 5.

ARTICLE 6. Standing Committees (previously Article 5)

6.1 Committees

CURRENT TEXT Initially, the Standing Committees of the Board may include a Curriculum Committee, **a Membership Committee**, and a Communication Committee.

PROPOSED TEXT Initially, the Standing Committees of the Board may include a Curriculum Committee, *an Event and Member Support Committee ("Membership Committee*, and a Communication Committee.

EXPLANATION Name of committee changed.

ARTICLE 6.5 Communication Committee

CURRENT TEXT The committee **has three primary functions: Publicity, Newsletter, and Web site , each of which has its own Co-Chair. The Publicity Co-Chair shall be responsible for coordinating all publicity, including print media , advertising, informational material distribution and speaking engagements, promoting the Corporation's program, and soliciting new members. The Newsletter Co-Chair shall be responsible for coordinating the tri annual publication of the Corporation's newsletter, the ALP Horn, to ensure all members are aware of upcoming events and each semester's curriculum from which members can make selections and register for the upcoming semester. The Web site Co-Chair shall be responsible for maintaining the Corporation's web site (alp.uconn.edu) to enable all members to access current program-related information, including a copy of the latest class syllabi and schedule from which members can make selections, register, and develop their own personal schedule for future reference.**

PROPOSED TEXT The committee shall be responsible for coordinating all publicity, including print media *and social media*, advertising, informational material distribution and speaking engagements promoting the Corporation's program and soliciting new members.

EXPLANATION Removed the ALP Horn Editor and Web Site Manager from this committee. Also added social media to its responsibilities.

ARTICLE 6.6 Event and Member Support Committee

CURRENT TEXT The duties of the committee shall be to welcome and integrate new members into the Corporation, coordinate the registration process and membership meetings, solicit volunteerism, acquire Speakers for the Fall and Spring Preview Meetings **as well as the Annual Meeting**, and organize the ALP Autumn Social event. Each year, the committee shall prepare a slate of recommended individuals to be nominated for officers and co-chair positions on the current Board.

PROPOSED TEXT The duties of the committee shall be to welcome and integrate new members into the Corporation, coordinate the registration process and membership meetings, solicit volunteerism, acquire Speakers for the Fall and Spring Preview Meetings and organize the ALP Autumn Social event. Each year, the committee shall prepare a slate of recommended individuals to be nominated for officers and co-chair positions on the current Board *and any*

additional board positions approved by the Board but not yet identified within these bylaws.

EXPLANATION

Annual Meeting responsibility belongs to Board of Directors Co-chairs. Also added the possibility of adding "at large" board members. The 18-board member limit would allow this.

Agnes Pier, ALP Co-Chair

Jack Gregory, ALP Co-Chair

Adult Learning Program, Inc.
 Annual Meeting – June 8, 2021
 Slate of Board of Director Positions

CONTINUING IN		
POSITIONS	OFFICE 2021 – 2022	TO BE ELECTED 2021 - 2023
ALP Co-Chairs	Agnes Pier	Jack Gregory
Curriculum Committee Co-Chairs	Tom Gworek	Kimball Hunt
Event & Member Support Comm. Co-Chairs	Sandy Slipp	Elizabeth Burke
Communications Committee Co-Chairs		TBD
ALP-Horn Editor		Bob Ellis
Webmaster		Donna Cote
Secretary		Beth Horlitz
Treasurer		Errol Matzke
Seabury Member-at- Large	Ann Winship	
Duncaster Member-at –Large	Marilyn Stockton	

ANNUAL REPORTS JUNE 2020 THROUGH JUNE 2021

CO-CHAIRS REPORT 2020 - 2021

submitted by Jack Gregory & Agnes Pier, Co-Chairs

The 2020 Annual Meeting was held in September as ALP was ramping up our Zoom programming. ALP has had a very successful year with approximately 250 registered members attending classes for both the fall and spring semesters. Our Curriculum Committee members led by our two strong and knowledgeable Co-Chairs, Kim Hunt and Tom Gworek, have trained both the presenters and members as necessary in the use of the Zoom teleconferencing platform. This was no small task but without their dedication ALP would not be in the position it is today. Thus far we have primarily worked with presenters from within Connecticut's borders, but through the use of Zoom ALP will be able to reach out to many more interesting potential speakers. This flexibility will prove useful for both the near term and the long run for a couple of reasons. First, after the COVID pandemic is "under control" we suspect that some of our usual face-to-face venue meeting places may want only their own residents to attend in person classes. Secondly, we have some users who prefer to continue to attend ZOOM classes instead of dealing with weather and parking issues. Accordingly, ALP intends to be in a position to accommodate both of these preferences as well as expanding our outreach to desirable presenters.

Another major accomplishment was finding a new ALP Administrator. Since Bertina Williams retired February 2020 Agnes Pier has been serving as both ALP Coordinator and Co-Chair. Jenny Gaines was hired in February 2021.

ANNUAL WEBMASTER REPORT **submitted by Donna Cote**

www.alp.uconn.edu

ALP's Calendar of classes was successfully uploaded from the new ALP database prior to the fall and spring preview meetings for member's use in selecting and registering for classes. The website's Home Page was kept up to date to announce events, introduce guest speakers and provide relevant agenda. All meetings and classes were held using Zoom, from March 2020 to the present.

The archive of Writings by Members was also expanded to include the most recent writings selected by our Creative Writing and Memoir Writing class instructors. The ALP News feature of the website was maintained on a timely basis to alert members of class cancellations and schedule changes. Other pages were kept up to date to provide members with an archive of the ALP newsletter as well as a list of the current members of ALP's Board of Directors. Members were emailed relevant information when appropriate.

Beginning with the Fall Semester 2020, members had the ability to register and pay for classes on the website, which has proved very successful. It has provided our members with a more efficient option for registration.

During this past year, the website has been streamlined to make it more intuitive and more user-friendly. Hopefully members have found this helpful. As always, members are reminded to check the website for the most up-to-date information.

For the year, our website visits have increased, with an average of more than 250 visitors each month. We had a one-month high of 374 and it continues to rise.

ALP HORN NEWSLETTER 2020-2021
submitted by Bob Ellis, Editor

The usual fall, spring and summer issues were published and mailed on a timely basis. I completed my fourth year as the Horn's Editor.

The newsletter continued to provide members with information relating to ALP events and activity - including each semester's curriculum schedule and registration instructions. Because of the need for ALP to conduct its classes via the Zoom teleconferencing technology, some changes to the newsletter's contents were also necessary. Parking instructions, name-tag reminders, luncheon menus, guest coupons, and raffle tickets were excluded –except for some attempts at dark humor. Zoom guidelines and on-line registration instructions were provided for the benefit of members. Mainstay articles included in each issue were lists of donors and new members, profiles of significant members and guest speakers, various words of wisdom and food for thought, interesting historic facts, selected writings of members attending our writing courses, silly musings of the editor's mutant mind and encouraging words of hope about our future based on how well we responded to the mandated isolation.

EVENT & MEMBERSHIP SUPPORT COMMITTEE
submitted by Louise Fisher and Sandy Slipp, Committee Co-chairs

Our committee sent out a welcoming letter to all approximately 70 new ALP members with general information and an offer of assistance if needed.

In the past, the committee was involved at several in-person ALP events during the year, and we look forward to continuing that when the regular ALP in-person schedule resumes.

ALP CURRICULUM COMMITTEE
submitted by Kim Hunt & Tom Gworek, Co-Chairs

The ALP curriculum weathered the pandemic through much research, creativity and experimenting, which resulted in Zoom guidelines for presenters, hosts and participants. A practice session was held for each presenter to ensure everything about their course was synchronized with Zoom. There were even practice sessions held for ALP members.

The result was a very successful Fall 2020 and a Spring 2021 semesters using the Zoom teleconference platform. In Fall 2020 there were 7 multi-sessions and 9 single sessions and for Spring 2021 there were 16 multi-sessions and 9 single sessions with a combined total of 101 classes spread across the two terms. These programs were a rich mix of reliable favorites, popular standards and some really exciting new classes. The courses ranged from Revolutionary War spies and skeletons to health care cost and Lyme disease, from Beethoven to Matisse and Picasso, then from Birding 101 to Hinduism and Islam. We all gained a wealth of information and much to contemplate. The members of the Curriculum Committee continue to bring with them lots energy and new contacts.