

ALP Advisory Board Meeting

November 15, 2012

In attendance: Peter Cruikshank, Carol Matzke, Ann Parkhurst, Jim Yaeger, June Johnson, Paula Fisher, Ivan Backer, Helen Lansbery, Polly Ellis, Robert Ellis, Coordinator Bertina Williams Co-Chair Peter Cruikshank called the meeting to order at 1:00 PM.

Announcements: None

Minutes of the previous meeting: approved

Co-Chairpersons' Reports: Co-Chair Cruikshank is working on arrangements at Seabury for the January preview meeting regarding chairs and parking.

Treasurer's Report: the Treasurer is awaiting final receipt of 1<sup>st</sup> semester membership dues. The Treasurer and the Coordinator are taking over all disbursements. The report was approved.

Coordinator's Report: there is a minimum order of 500 magnets at Budget Printers at 47 cents each. Ivan Backer is negotiating a refund for a previous order of magnets which proved faulty. A motion to order magnets for the preview meeting passed unanimously. There was a loss of ½ the Duncaster membership; the Coordinator will identify the non-renewing new members and this information will go to the Membership Committee.

ALPHORN Committee: The Committee is checking with presenters to confirm dates. The ALPHORN then will go to proofreaders. There will be an article regarding loans of DVD's.

Communication Committee: This Committee will meet in December to plan publicity for the spring. This Committee will do more publicity at Duncaster including the three telephone announcements that it has done historically.

Curriculum Committee: There are 19 courses and 19 single sessions planned for the spring. The DVD's purchased by ALP will be stored at the ALP office after the course has been presented. Ivan Backer moved and Paula Fisher seconded the motion that members may borrow the DVD's for two weeks with a \$25 fee, refunded upon return of the loan. The motion passed.

Membership Committee: The Committee will meet on Dec. 4 to plan the January preview meeting. They are working on a speaker for the June meeting. They are also working on nominations for officers and committee chairs. The following positions will be open: one Co-Chair, treasurer, the ALPHORN and the Curriculum Committee chairs. Terms are for two years and renewable for two years.

Old Business: There will be three courses offered at Duncaster in the spring (item tabled at the October meeting).

New Business: Because of the upcoming move of UConn from West Hartford to Hartford, ALP should 1) revisit the issue of space at UConn in place of the present space at Duncaster, and 2) at a future date develop costs of purchasing a copy machine and renting a post office box. Co-Chair Cruikshank will draft a letter to UConn regarding ALP's expectation of having office space at the new location. Ivan Backer moved and Jim Yaeger seconded a motion to pay \$150 registration fee and hotel and mileage expenses for up to two delegates to attend the April 1-20, 2013 Lifelong Learning Conference in New Bedford, MA. Passed unanimously.

The next meeting will be held on Jan. 24, 2013.

Meeting adjourned at 2:30 PM.

Respectfully submitted,

Ann Parkhurst, Secretary