

ALP ADVISORY BOARD MEETING MINUTES

March 28, 2013

Attendance: Shirley Dudley, guest Patrick Hatcher, June Johnson, Jim Yaeger, Jean Yaeger, Bob Ellis, Polly Ellis, Janet Murphy, Pete Cruikshank, Carol Matzke, Ivan Backer, Paula Fisher, Ann Parkkhurst, Coordinator Bertina Williams.

Co-Chair Peter Cruikshank called the meeting to order at 1:06.

Announcements: none.

Minutes of previous meeting: approved as corrected.

Co-Chairs' Reports: Carol Matzke reported that Ann Southworth has resigned from the Advisory Board and should be removed from distribution lists. Committee reports are due to the Coordinator by May 1 for distribution at the Annual Meeting and for the white binders for incoming Board members.

Guidelines for the co-chairs and the schedule of dates for annual tasks for Board and committees are being revised; all concerned should look at task lists in the white binder and send suggestions to Carol by April 15. Committee chairs and officers should send any updated descriptions to the Coordinator by May 1.

Treasurer's Report: The Account Balance at UCONN was changed from \$8,874 to \$7959.70. The Budget Committee will meet on April 15. Treasurer Janet Murphy will present a proposed budget to the Board in April for action at the Annual Meeting.

Coordinator's Report: In addition to the written copy presented to the Board, Bertina asked for and received Board approval 1. to participate in the June 7 Fitness and Wellness program and 2. to use # 9 envelopes for mailing out notices.

Committee Reports:

Website- none.

ALPHORN- The summer issue will go to the printer on March 29. The following are needed by July 15: 1. The speaker for the fall preview meeting with a photo and bio, and 2. Course descriptions.

Curriculum: There have been weather problems that interfered with recent courses. The 2013 fall schedule for 20 seminars and 20 single sessions is being developed; there is a May deadline for descriptions. The chair expressed appreciation to Ivan for his past and continuing work on this committee. The best products in the Creative Writing class will be published in a booklet for distribution at the Annual Meeting and will include a reference to the website where all works will be published.

Communications: Bob Ellis reported on publicity matters. He now has all materials and the committee will meet in the summer to plan publicity actions. The committee will appreciate input on creating dynamic materials. The following related matters were noted:

*ALP history is on the website.

*ALP members have visited and spoken at other organizations for the purpose of creating awareness and recruiting membership.

*ALP members have distributed materials at retirement communities and various other public sites.

*June Johnson will investigate other organizations' publicity materials at the Lifelong Learning Conference and report back to the Board.

Membership: Next year this committee will meet on the 2nd Monday from 1-2:30. These dates will go on the ALP website and the Seabury calendar. The new slate of officers has been completed. The June and the fall speakers have been confirmed. This committee will liaise with the Communications Committee regarding membership numbers. The committee thanks Paula and Ivan for their assistance with the slate of officers.

Old Business: Co-chair Carol Matzke reported on the chairs' meeting at UCONN Storrs regarding the future relationship between ALP and UCONN. Among those present were Dr. O'Neill, Associate Dean of CANR and head of the Department of Extension Services, and Pat Butler Laughlin, ALP/UCONN liaison. ALP's need for office services such as space, copying, mail, email and website addresses were explained. Dr. O'Neill saw a good fit between the mission of his department and the mission and programming of ALP, but this affiliation is not confirmed. UCONN will provide speakers for ALP programs. Next steps: Pat will continue as ALP/UCONN liaison; UCONN will continue to provide the Coordinator's salary; a Memorandum of Understanding (MOU) will be developed, depending on which program ALP will be placed with; the co-chairs will write to Dr. O'Neill and Pat Loughlin expressing interest in having a presence on UCONN campus.

New Business: The Board approved payment of fee for a 3rd ALP member to attend the Lifelong Learning Conference. Attendees were directed to save receipts for travel and food. There will be an article in the ALPHORN and on the website regarding carpooling to events with a form to be sent to the Coordinator; participants' contact information will not be published on the website. At the June 4 Annual Meeting, lunch may be included at the price of \$11 with prepaid registration; this information will be in the ALPHORN and the prepaid lunch registration must be sent to the Coordinator by May 23. The Membership Committee will monitor attendance at the luncheon, confirming that paid members only are seated; if seating is available, the Committee may seat people who wish to pay at the door. The Annual Meeting is scheduled from 12-2:15, with the business meeting opening at approximately 12:45. Dr. Walter Harrison is the speaker. Parking is at the synagogue with shuttle service to Seabury. This information is posted on the website.

The meeting was adjourned at 2:40.

Respectfully submitted,

Ann Parkhurst, Secretary