

THE ADULT LEARNING PROGRAM

Minutes of the Advisory Board Meeting

21 November 2013

The Meeting of the Advisory Board of the Adult Learning Program was opened at one o'clock on 21 November 2013. There were present: Shirley Dudley, David Winer, Jim Yaeger, Janet Murphy, Polly Ellis, Bill Ellis, Paula Fisher, Marion Kelliher, Patrick Hatcher, Pete Cruikshank and staff, Bertina Williams

The following changes were made to the Minutes of 24 October: the office is purchasing a copier, not a printer and there will be thirty-three courses offered in the Spring, not thirty-one. The Minutes were accepted as edited.

Patrick Hatcher reported that the University was concerned 1) about staff employment and what controls are exercised; 2) what their financial exposure would be if ALP were not bonded; and 3) what check-writing discretion would be in place in addition to the necessary two signatories. Patrick also reported that he was meeting to craft a survey of the ALP membership. He responded that Marilyn Diaz was an Extension Agent to the question regarding her status.

Janet Murphy, Treasurer, reported that the numbers on this month's report were estimates since ALP had not received current information. She also indicated that the reports ALP did receive were all in error. She agreed that a good solution would be to sit with the Financial staff at Storrs to correct and clarify our accounts. Staff was directed again to request monthly reports.

For the ALP-Horn, Jim Yaeger, editor, named Helen Sibley as his assistant and notified the Board that he would be purchasing the Microsoft Publisher program for her use. Jim also felt that there should be a change in the wording describing ALP and he passed that assignment to the Publicity Committee.

Reporting for Publicity, Bob Ellis felt that the strongest recruitment is being done by word of mouth and he cancelled the packets that have been sent to the various surrounding towns. Bob is writing an article for the *Hartford Courant* that should appear prior to the Pre-view Meeting. He also is lining up speaking engagements to spread the ALP word.

Marion Kelliher informed the Board that she was creating a web flyer and tutorial as instruction to anyone who might have need of the protocol. Marion feels she has a good relationship with Invisible Gold and she felt comfortable entering data on the web site itself. ALP also has established a mass e-mail capacity and it was agreed that this should be used only episodically and with discretion.

11/21/2013

The Curriculum Committee Chair-person, Shirley Dudley reported that the Committee had new members, that they needed new ideas for Fall 2014 and that the Committee will ask for evaluations for Single Sessions as well as for Seminars.

Paula Fisher, representing the Membership Committee, informed the Board that speakers were in place for both the Pre-view Meeting and the Annual Meeting and that a check list had been created for those running both these events.

There being no further business, Pete Cruikshank adjourned the meeting at two-thirty o'clock.

A True Record,

Bertina Williams for Ann Parkhurst