

Adult Learning Program

Minutes of the Advisory Board of Directors Meeting

24 April 2014

The Meeting of the Advisory Board of Directors of the Adult Learning Program was opened at one o'clock by Pete Cruikshank, Co-chairperson. There were present: David Winer, Shirley Dudley, Polly Ellis, Paula Fisher, Jim Yaeger, Janet Murphy, June Johnson, Bob Ellis, Patrick Hatcher; also Ivan Backer, Joe Bishop, Frances Moulton, guests; and Bertina Williams, staff.

The Minutes of the Meeting of 27 March were approved with the appropriate corrections.

Introducing Joe Bishop, insurance agent, Patrick noted that Mr. Bishop had had extensive experience working with non-profit organizations and that Seabury's CFO had stated unequivocally that once ALP had incorporated felt strongly that ALP should carry its own liability insurance. For \$1 million coverage the quote would be \$425.00 annually. Secondly, it was also felt that ALP should now have Directors' and Officers' insurance coverage and it was suggested that ALP purchase a BroadStandard Form D and O coverage that basically would cover the cost of defending a suit. The cost of \$500,000.00 coverage would be \$595.00 annually. It was also advised that any ALP Board members could always obtain expand obtain coverage for their activities as volunteers under their own personal liability coverages with umbrella policies that include participation in non-profit organizations.

The motion was properly made and seconded to authorize the Co-chairmen to purchase both liability and Directors' and Officers' insurance policies for \$1 million and \$500,000.00 respectively as quoted above. The question was posed regarding the source of funds for this expense and it was decided that the Contingency Line of the budget could be used and that in subsequent years an insurance line will be included in budgets. The motion was called and passed.

Bob Ellis reported for the Communications Committee and announced the meeting of 8 May for those interested in joining the Committee in order that individuals could choose areas in which they could support the work of the Committee. Also, the deadline for the fall ALP-Horn is 11 June and the web site is to include a promotion for the Annual Meeting. It was agreed that the publicity efforts would remain with the tri-fold.

For the Curriculum Committee, Shirley Dudley told the members that the Spring sessions would reflect the findings of the Survey Committee and that the classes would be categorized to be sure of balance. There will be twenty seminars and twenty-one single sessions for the fall. She also indicated that the Committee will be reorganized to better take advantage of Committee members' interests and expertise.

Ivan Backer reported that the responses of the Membership Survey had been analyzed and the findings will be shared with the Committees and at the Annual Meeting. Sub-committees will be

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formed and the Survey Committee will have hand-outs at the Annual Meeting for potential volunteers. The results will be brought to the Board at the June meeting.

David Winer said that huge thanks and kudos were due Shirley Dudley for carrying the major burden of the Curriculum Committee's work ninety percent of the time and he extended his sincere thanks to her for her good work.

For the Membership Committee, Paula Fisher noted that the work of nominating the slate for next year was finished and that Michael Park was scheduled for 23 October, the date of the ALP Social. The 3 September Pre-view Meeting will have as its speaker Doug Highland, the Executive of the New Britain Museum of American Art. Paula gave appreciation to June Johnson for creating "Class in Session" signs for the rooms and will provide more for both Seabury and Duncaster. The liaisons for the Duncaster classes will be responsible for these signs.

A motion was properly made, seconded and passed to have a total of five additional signs created at a cost of \$10.00 each indicating "classes in session" and "registration" for the Pre-view Meetings.

New Business items included the IT support question and ALP will bring in a professional to create or find a program for our use and also be available for on-going tech support and trouble shooting. The cost for this has been built into the 2014-2015 budget and a plan should be ready by the June Board meeting.

The budget for the next fiscal year as well as the next three years was discussed and the members authorized the three year budget to be sent to CULI.

As New Business, also, a motion was properly made, seconded and passed authorizing that staff, as the Independent Contractor, will increase her hourly rate to \$22.00 and the number of hours worked per week to eleven effective 1 July 2014.

Approval was also given to CULI's dealing with the Internal Revenue Service with regard to the Adult Learning Program.

A final topic of New Business was regarding the CD currently reposing in Peoples' Bank. It was agreed that there would be two discrete accounts with differing maturity dates to effect some flexibility in our reserve. Also in regard to banking, a new EIN will be procured hopefully within two weeks.

The Board agreed that the retiring Board members as well as the Presenters would be recognized at the Annual Meeting. Also, at the Annual Meeting, Davin Winer would introduce Nancy Johnson, the speaker.

The meeting was adjourned at three o'clock.

A True Record,