

MINUTES OF THE MEETING  
OF THE  
ADULT LEARNING PROGRAM BOARD OF DIRECTORS  
OCTOBER 22, 2015

The meeting of the Board of Directors of the Adult Learning Program was called to order at 1:00 p.m. on October 22, 2015. Present were Ivan Backer, Ann Winship, Bob Hewey, Gwen Sibley, Charles Hardersen, Jim Yaeger, Shirley Dudley, Richard Woodring, Paula Fisher, Dan Heuer, Bob Ellis, and Bertina Williams, Staff. Present also was Noreen Channels for Access.

Minutes of the August 27 meeting were approved.

The remuneration policy for lecturers was discussed and approved with members of the Board from Duncaster and Seabury to be included. It will be the coordinator's responsibility to pay the lecturers with approval of the curriculum committee.

The policy as amended and approved will be published in ALPHORN.

TREASURER'S REPORT - Bob recommended using a less expensive accounting program called Quick Books. The cost is \$20.00 a month. Bob will be master of the program. Ivan will have access. The Treasurer's Report was voted and approved.

COORDINATOR'S REPORT - Donation line will be added to ALPHORN. It was noted that very few Duncaster residents attend the sessions. Transportation was suggested as the issue. We will investigate Seabury providing transportation to Duncaster and address residents of Duncaster, and a write-up in THISTLE. It was noted that they do get ALPHORN in their mail boxes. Dan Heuer was introduced as co-chair of Membership.

WEBMASTER - Bob Ellis noted that there were 4 cancellation of classes. The Curriculum Committee will address this. There will be an explanation in ALPHORN. If there is no advance notice we will use DVD's from ALP library. There were 537 1<sup>st</sup> time visitors on the website and 937 total. It was noted that there is nothing on website from Seabury open events. Ann will check on this. Duncaster's events are posted. It was suggested that UCONN post activities for outsiders.

ALP had tables at the Bloomfield and Windsor Health Fairs. ALPHORN for the visually impaired was discussed including color and size of font. It was decided to put a notice in ALPHORN for those who want black and white copies to call Bertina.

10/22/2015

CURRICULUM - a new course proposal has been created and sent out. The Preview went well. Parking at Seabury is going well with the new North lot.

MEMBERSHIP - At the December 10 committee meeting they will be discussing the ALPHORN where there will be a focus article each month i.e. Committee work, highlight volunteers etc.

The October Social was well attended with 100-125 members. The membership survey last Spring went to 53 members who had joined ALP since the survey of 2 years ago. Results will be sent to committee chairs and those teaching courses. From the survey, names are obtained of those who have computer expertise and those who would like to teach a course.

ACCESS – Noreen Channels

Have gone full cycle in planning the semester, implementing current semester and monitoring responsibility of Curriculum Committee. This program will be transferred to Bertina who does the implementation of current courses, who is responsible, when and what needs to be done. ACCESS gives reports, lists and info to committees. It was decided with an unanimous vote to change the name Access to ALP data base. Based on the increased responsibility, Ivan announced that Bertina will now work 15 hours a week.

NEW BUSINESS- Offering courses at the McAuley was discussed. It would help with attracting residents from the Greater Hartford area. It was decided that time was needed to prepare for this and therefore the program could not start in Spring '16. Bob LaPorte and Ivan Backer will pursue this and report back to the Board. The meeting adjourned at 2:45 p.m. The next meeting will be held on November 19, 2015 at 1: p.m., in the Garden View Lounge, Seabury.

Respectfully submitted,

Ann W. Winship, Secretary