

MINUTES OF THE MEETING  
OF THE  
ADULT LEARNING PROGRAM BOARD OF DIRECTORS  
NOVEMBER 19, 2015

The meeting of the Board of Directors of the Adult Learning Program was called to order at 1:00 p.m. on November 19, 2015. Present were Ivan Backer, Bob LaPorte, Ann Winship, Bob Hewey, Charles Hardersen, Shirley Dudley, Richard Woodring, Agnes Pier, Shirley Morrison, Paula Fisher, Bob Ellis and Bertina Williams, staff.

Minutes of the October 22, with amendments, were approved.

**TREASURER'S REPORT=**

Bob Hewey revised the treasurer's report of November 16. He has moved stipends to presenters from their present line item to contingency. He stated that we have a healthy balance. The 499 forms have been filed. \$1300 has been paid to presenters thus far. The full service software we are now using is \$42.95 a month and we would get 10% off if we sign up for the year. Hewey said it is time to get a credit card for ALP. It would allow access for approved individuals.

A motion to obtain a credit card from Windsor Federal Bank was made and passed. A motion to acquire Quick Books with an annual subscription was made and passed

It was noted that members of ALP giving lectures get credit for the following semester.

**COORDINATOR'S REPORT:**

Bertina Williams submitted a written report.

11/19/2015

Members of the Board elected to have UConn activities on our web by a link to the UConn extension.

A card that was given out as an example to the Board, will be distributed at the last classes of the semester with an invitation to attend the spring or Fall PREVIEW MEETING. Cards will be printed each semester.

WEBMASTER:

175 visited the website in the last 30 days.

ALPHORN:

Color or Black/white. Discussion followed and it was decided that a person who wanted blk/wh should contact Bertina Williams.

COMMUNICATION:

ALP had tables at the Windsor and Bloomfield Health Fairs. Some people signed up and many stopped by. 10 packets on ALP go out to area Libraries.

CURRICULUM:

The committee is working on next semester courses. It was reported that there had not been much success at Duncaster recently. This semester there were 4 members and 3-4 courses are usually given. A discussion on the dropout or no-attendance by those who had signed up for a course at Seabury or Duncaster and Ivan Backer said that in planning for courses and space we should use a 15% dropout. Tiffany Smith, the Seabury coordinator will be given this information.

Richard Woodring discussed having films ready to use if a presenter does not come. The need for a screen at \$175 was presented. It is in the budget.

MEMBERSHIP:

Paula Fisher explained that in the ALPHORN we are highlighting members who have contributed a great deal to ALP.

There are 4 vacancies on the Board of Directors: co-chairs of Curriculum and a co-chair of ALP Board and a chair of Communications.

CB-

11/19/2015

Bob LaPorte said that it is up to each Board member to solicit ideas from committees to fill vacancies on the Board. Ivan stated that we need to work on these co-chairs now.

The following minutes were recorded by Richard Woodring for Ann Winship who had to be excused from the meeting.

**ALP NOMINATING PROCESS:**

After discussion of various ways to improve the nominations process, it was agreed that the ALP Board will function as the Nomination Committee. The highest priority will be given to recruiting a Co-Chair for the Curriculum Committee. Having a Co-Chair from Seabury will facilitate interactions with Seabury.

**NEW BUSINESS:**

**Institutional Membership**

It was agreed that ALP will provide a 6 session course to McAuley for a fee of \$150. All residents of McAuley will be able to attend free of charge. Members of ALP can also attend.

\$ 760<sup>yr</sup>

Respectfully submitted,

Ann W. Winship