

MINUTES OF THE MEETING

OF THE

ADULT LEARNING PROGRAM BOARD OF DIRECTORS

MARCH 24, 2016

*ending time
receipt date when
submitted*

The meeting of the Board of Directors of the Adult Learning Program was called to order at 1:00 p.m. on March 24, 2016. Present were Ivan Backer, Ann Winship, Bob Hewey, Shirley Dudley, Richard Woodring, Shirley Morrison, Paula Fisher, Dan Heuer, Bob Ellis and Bertina Williams, staff.

ANNOUNCEMENTS:

Ivan Backer announced that Bertina Williams will be the new Secretary of the Board of Directors.

Minutes of January 28, 2016 were approved.

TREASURERS REPORT:

Bob Hewey gave the Treasurer's Report a/o March 18, 2016.

Our income looks good, and expenditures are below budget so far.

Bob has suggested changes to the budget when the next one is planned. A CD has been opened with \$10,000 at Windsor Federal Savings. The 1099s have been filed.

COORDINATOR'S REPORT:

Bertina Williams submitted a written report.

WEBMASTER:

No report

MEMBERSHIP

Our DVD collection is being catalogued. The subcommittee will have to plan how they are taken out and who will be in charge.

3/24/2016

ALPHORN: The next issue will be an expanded one.

COMMUNICATION:

Co-chair for Communications is still open. Shirley Morrison is working on this appointment. She will report at the next meeting. Communications Committee could possibly work with membership who is working on articles for the ALPHORN.

CURRICULUM:

Shirley Dudley announced that they have made good progress for the fall sessions. So far there are 11 singles and 14 sessions and there may be more. They are looking for someone to lead the Connecticut Forum. For courses that have required reading, it is a problem for those with low vision. Bertina does enlarge presentations for presenters who ask her to do so. Persons may use the enlarging machine Seabury

MEMBERSHIP:

Paula Fisher announced that Ann Winship will be the new co-chair of Membership. Nominations for positions will be the Board's responsibility. Newer members will be solicited by the Board after receiving suggestions by the Membership committee. Gwen is interviewing members for articles in ALPHORN. Membership is making a list of things that should appear in the ALPHORN. New Co-Chairs should have the structure of a committee before they start.

Bob Ellis brought up the Questionnaire for newbies. There was one done in 2014. Ivan suggested we do one for people who have joined ALP since then. We will do it this fall. Membership will work with Curriculum.

NEW BUSINESS:

We have agreed to publicize events open to ALP members at Duncaster, Seabury and UCONN through our website.

There was a motion made to approve and design ALP thank you notes for coordinators to thank the course speakers. Shirley sends out notes of thanks to presenters. Bertina needs printed notepaper for office use. Prices for cards and notepaper will be researched. Shirley Dudley made a motion that we have

3/29/2016

5x8/1/2 sheets printed with envelopes. They will be distributed to all officers. The motion was approved.

The meeting was adjourned at 2:25 p.m.

The next meeting is April 28, 2016

Respectfully submitted,

Ann W. Winship

UNIVERSITY PARKING INFORMATION



10/1/16

to the door leading to the job of the stairs where you can take the elevator to the
of security to the north parking lot. Do not park in the college area or unmarked spaces. A member
to the parking area and enter through the main entrance. All officers do as the way standing to the west
If you are handicapped or have difficulty walking, as you enter security take the first right turn
security parking