

# MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

of the

ADULT LEARNING PROGRAM, INC.

22 June 2017

The Meeting of the Board of Directors of the Adult Learning Program was called to order at one o'clock by Bob La Porte. There were present: Phil Will, Bob Hewey, Bob Ellis, Agnes Pier, Shirley Morrison, Tobie Katz, Dan Heuer, Ann Winship, Bertina Williams and guests Donna Cote, Marilyn Stockton and Ursula Korzenik. There were absent: Libbie Mellow and Gwen Sibley.

Tess Dudek from Seabury noted that except for those classes held in Heritage Hall, all class attendees will be parking on campus this fall. The larger classes at Heritage Hall will still use synagogue parking.

Bob Hewey remarked that the Minutes should include the filing of the 990N and that the discussion of Constant Contact would be discussed at the June meeting. With these modifications, the Minutes of the April meeting were properly moved and seconded. The Minutes were accepted with one abstention.

The Treasurer, Bob Hewey, noted that the deficit should be met with the enrollment of anticipated new members and that a good part of the deficit was the tech assistance that was not budgeted last year. He was authorized to renew the two CDs at the 1% going rate.

The Webmaster, Donna Cote, reported that the site was up to date and that there was no formal report.

Bob Ellis indicated that the schedule for publishing has been revised, that he would create a new format to consolidate the information and that he wanted to make the ALP-Horn more entertaining and interesting. He told those present that he would send reminders on 1 July to those who were contributors to the fall ALP-Horn.

For the Communication Committee, Shirley and Tobie announced that the ALP banner was ordered and should be delivered soon and that they were working on give-aways for the publicity tables at events.

Agnes reported for the Curriculum Committee that the class schedule was in good shape and that they were following on the three courses yet to be scheduled. The biggest issue for the Committee was following up with Presenters regarding scheduling. Shirley Dudley continues to review the evaluations and since Michael Park is again scheduled for an afternoon class, it was decided to use that date for the Fall Social.

For the Membership Committee, Dan and Ann reported that the Fall Preview had a confirmed speaker, Dr. Judge. A motion was properly made, seconded and approved to provide a chit in the ALP-Horn for a free session to anyone who presents it at the door. In addition, a motion was made, properly seconded and approved to hold a raffle for free membership for the Spring 2018 semester.

It was reviewed that the Fall Preview would be held in the Dining Room, that ambassadors, ALP members, would accompany Presenters as they mingled and spoke about their courses to potential enrollees. Refreshments will be available, a registration table will be outside the Dining Room and at the appointed time, all would repose to the Heritage Hall for a brief business meeting and the speaker.

The Membership Committee also suggested that the ALP-Horn dedicate a section for Committee and Board news under the rubric, 'What's Happening'. It was suggested that this could be done instead on the web site.

There was no Old Business.

For New Business, Phil clarified the By-law sections dealing with emoluments and noted that Directors could not receive membership waivers since that would endanger the organization's IRS status. A Motion was properly moved and seconded to rescind membership waivers to all members of the Board of Directors of ALP. The Motion was approved.

Phil also indicated that membership waivers to members of ALP to Present classes contradicts the agreement with the University. Ivan Backer will be approached regarding this and a report will be made at the August Board meeting.

The problem of staggering terms for Board members was broached and it was determined that going forward terms will be set according to the 'class' schedule as set forward by the By-laws. A grid will be prepared showing the members' current terms.

The meeting was adjourned at three o'clock.

A True Record,

Bertina Williams, Secretary

6/22/2017

## Re: Financial Reports for Meeting of the Board

From: Boltonbob

Sent: Wed, Jun 21, 2017 at 10:33 am

To: admin@uconnalp.org

## ADULT LEARNING PROGRAM

ALP Budget vs Actual - FY17

July 1, 2016 - June 19, 2017

	Total Budget	Actual	over Budget	% of Budget
<b>Revenue</b>				
Annual Luncheon	1,250.00	660.00	-590.00	52.80%
Donations	1,000.00	2,065.00	1,065.00	206.50%
Interest Income	450.00	421.57	-28.43	93.68%
Membership Dues	27,200.00	23,570.00	-3,630.00	86.65%
<b>Total Revenue</b>	<b>\$29,900.00</b>	<b>\$26,716.57</b>	<b>-\$3,183.43</b>	<b>89.35%</b>
<b>Expenditures</b>				
ALP Horn	2,000.00	1,311.00	-689.00	65.55%
Communications/Publicity	400.00	186.49	-213.51	46.62%
Coordinator	20,240.00	18,791.00	-1,449.00	92.84%
Food	2,000.00		-2,000.00	0.00%
Insurance/Bonding	950.00	1,454.00	504.00	153.05%
Office Supplies/Equipment	700.00	882.36	182.36	126.05%
Postage	0.00	854.10		
Presenter Expense/Instruct. Supplies	500.00	436.84	-63.16	87.37%
Presenter Stipend	3,000.00	3,700.00	700.00	123.33%
Treasurer/Accounting/Filing Expenses	500.00	65.14	-434.86	13.03%
Web Site/IT Support/Software	1,300.00	2,068.98	768.98	159.15%
<b>Total Expenditures</b>	<b>\$31,590.00</b>	<b>\$29,749.91</b>	<b>-\$1,840.09</b>	<b>94.18%</b>
<b>Net Operating Revenue</b>	<b>-\$1,690.00</b>	<b>-\$3,033.34</b>	<b>-\$1,343.34</b>	<b>179.49%</b>

Monday, Jun 19, 2017 12:29:50 PM GMT-7 - Accrual Basis

-----Original Message-----

From: admin &lt;admin@uconnalp.org&gt;

To: Boltonbob &lt;boltonbob@aol.com&gt;

Sent: Wed, Jun 21, 2017 10:29 am

Subject: Re: Financial Reports for Meeting of the Board

Again -



6/20/2017

Page 3

**ADULT LEARNING PROGRAM**  
**Statement of Financial Position**  
As of June 19, 2017

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
ALP CD #1 PUB 08/29/16	11,224.48
ALP CD #3 WFS 07/26/16	10,176.39
ALP CD #4 WFS 08/01/16	10,176.59
ALP WFS#5 01/17/18	10,121.07
<b>Windsor Federal</b>	
Checking	20,605.32
<b>Total Bank Accounts</b>	<u>\$ 62,303.85</u>
<b>Total Current Assets</b>	<u>\$ 62,303.85</u>
<b>Other Assets</b>	
UConn Account	962.49
<b>Total Other Assets</b>	<u>\$ 962.49</u>
<b>TOTAL ASSETS</b>	<u>\$ 63,266.34</u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	962.49
Retained Earnings	65,337.19
Net Revenue	-3,033.34
<b>Total Equity</b>	<u>\$ 63,266.34</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 63,266.34</u>