

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC.
May 28, 2020

The meeting was called to order by Phil Will at 1:10pm. Members participated via Zoom.

PRESENT: Phil Will, Jack Gregory, Donna Cote, Agnes Pier, Errol Matzke,
Kim Hunt, Tom Gworek, Louise Fisher, Bob Ellis, Ann Winship
Tiffany Smith and Bob LaPorte.

ANNOUNCEMENTS:

Tiffany reported that there is no end in sight for the lifting of restrictions on access to the Seabury Campus. She later reported that she will arrange for Agnes to access the ALP office as needed.

MINUTES:

Minutes of the meeting of April 23rd were approved with a slight modification to the number of ALP-Horns distributed to Seabury and Duncaster.

TREASURER'S REPORT: Basic report discussed and approved as presented.

- 1) Errol recommended that ALP separate the Quickbooks account from Bob Hewey's church account for security and control purposes and create an ALP account which will cost \$45 per month. A motion was made and the Board approved this action.
- 2) It was decided that the CD's maturing during the remainder of 2020 would be rolled over at the current location at the prevailing rate.

CO-CHAIR'S REPORT:

- 1) The results of the recent Zoom Survey to the membership were discussed.
- 2) It was decided that the Annual Meeting, the fall Preview Meeting and all fall classes will be conducted using the Zoom teleconferencing platform.
- 3) ALP Members will receive an announcement in the near future detailing ALP's plans for the remainder of 2020.
- 4) UConn offered to assist ALP in the development of Zoom type classes but it was decided that ALP does not need them at this time.

CO-ORDINATOR'S REPORT:

- 1) The coordinator's report presented by Agnes was accepted without discussion.

- 2) Agnes recommended and the Board approved establishing an ALP Zoom Account. It will be a business account accommodating one host, up to 300 participants and cost \$19.99 per month. The Board approved this action.

COMMITTEE REPORTS:

WEBMASTER: The Website is up to date

ALP HORN: The summer ALP-Horn was mailed and distributed on schedule and work will soon begin on the fall Horn focusing on Zoom education, fall course descriptions and good jokes.

COMMUNICATIONS: No report. Toby couldn't get in to Zoom meeting.

CURRICULUM: 1). Much work going on here to coordinate fall courses and implement detailed plans to educate both presenters and ALP members on the use of Zoom. It was decided there would be no Saturday classes.

2). Tom Gworek is now the Co-Chair of the Curriculum Committee

EVENTS & MEMBER SUPPORT: Louise is still looking for someone to fill the Communication Committee position and the Member-at-Large position for Duncaster. After the Conoravirus situation calms down, ALP will need to update the requirements of the Communications Committee position based on the new reality.

OLD BUSINESS:

It was decided that the updating of the ALP Binder could wait for now.

NEW BUSINESS:

Errol mentioned a concern about the use of copyrighted material in ALP classes. It was discussed and tabled due to lack of enough information on the subject.

ADJOURNMENT - At 2:55pm.

The date for the next ALP Board Meeting is June 25, 2020, at 1:00pm. We will be using Zoom.

Respectfully submitted,

Jack Gregory (Hurry back Alice)
Co-Chair