

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC.
JUNE 25, 2020

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

PRESENT: Jack Gregory, Phil Will, Donna Cote, Agnes Pier, Errol Matzke, Kim Hunt, Tom Gworek, Bob Ellis and Alice Cruikshank

ANNOUNCEMENTS:

Jack emphasized the importance of having detailed minutes of our meetings going forward due to the complexity of issues ahead. He will work with Agnes and Alice, utilizing the recording of the meetings.

Jack stated that the board needed to elect the slate of officers for the next fiscal year now in order to provide proper continuity of ALP Board actions into the future. Therefore, the following ALP Members were elected to the positions indicated, subject to formal approval by the membership at the September 17 Annual Meeting:

ALP Co-Chair – Agnes Pier
Curriculum Co-Chair – Tom Gworek
Communications Committee Co-Chair – No candidates yet.
Event and Member Support Committee Co-Chair – Person selected - Louise will tell us.
Secretary – Alice Cruikshank
Webmaster – Donna Cote
ALP-Horn Editor – Bob Ellis
Seabury Member-at-Large – Ann Winship
Duncaster Member-at-Large – TBD
Zoom Consultant – Phil Will, Ex-officio ALP Co-Chair (Thank you for your service).

MINUTES: Minutes of the meeting of May 28th were approved as presented. Bob liked them a lot.

CO-CHAIR'S REPORT: Phil reported that the technical committee met three or four times to review sound issues and create a packet of guidelines for presenters and participants in Zoom classes. Jack and Kim saluted the committee's work. More tech committee meetings will be held in the near future to work out the remaining issues.

Jack recommended that the ALP Board meet again on July 23 for Zoom coordination purposes leading up to the Preview Meeting, Annual Meeting and Zoom Classes. He also recommended that the board meet August 27 (already scheduled per binder) and September 10. The July meeting was subsequently approved.

Jack emphasized that the Zoom program and promises outlined in the June 1 General Announcement to Members need to be further detailed and tracked carefully so we have no missed steps while implementing the Zoom project. This will be an ongoing effort leading up to the July 23 meeting.

TREASURER'S REPORT: Errol reported that at the end of May, the checkbook balance was \$16,158.94. Net assets were \$69,995.44, and all expenses for May were in accordance with plan or board approved changes. A full accounting for FY2020 will be presented at the next board meeting along with an updated forecast of expenses for the fall semester. Errol reported \$5,175.00 in un-cashed checks primarily due to Bertina not cashing the checks ALP has sent her. Bob Ellis will discuss this with Bertina to determine the problem and report back to the board.

The online registration system is fully ready to go and will be activated when the fall ALP-Horn is mailed. Mastercharge will charge ALP between \$275 - \$425 per year for their services depending on usage.

CO-ORDINATOR'S REPORT:

Agnes will mail a packet to current ALP members in mid-August. It will include:

1. Slate of officers
2. Committee reports
3. Treasurer's report for current fiscal year.
- 4 Proposed budget for next fiscal year.
5. Agenda for the Preview Meeting
- 6, Agenda for the Annual Meeting.

Agnes will follow up on cost of Zoom based on ALP's need for flexibility of usage. She also reported that the tech committee recommends ALP purchase 2-3 headphone sets for presenters. The board approved the purchase of three sets, totaling \$75.00 or less. Agnes will distribute these to presenters as needed.

COMMITTEE REPORTS:

WEBMASTER: Donna reported that the website is up to date as usual.

ALP-HORN: Bob requested all inputs by July 10th. Phil Will agreed to write the lead article. Errol will write a piece on the new online registration system. Bob will ask Ann Winship for permission to write her profile. Bob will send the Board a preview of the ALP-Horn by July 21.

No proposed By-Law revisions will be sent to the membership at this time. It was moved, seconded and approved to defer discussion of By-Law changes to the first non-virtual membership meeting.

COMMUNICATION: No report

CURRICULUM: Kim reported that all is going well in the preparation for the fall Zoom Courses. Nine single session courses and seven multisession courses along with one hike are scheduled. The first classes will be held on Sept, 24th.

EVENT & MEMBER SUPPORT: No report

OLD BUSINESS:

1. Copyright issues related ALP's use of The Great Courses DVD's do not appear to be a problem.
2. Fall dues for new members was discussed. The consensus was that new members will be charged.
3. ALP will grant refunds on a case by case basis. The lady whose husband passed away after paying for the spring semester will be given a refund.
4. It was determined that we should wait and see the number of request for refunds and spring semester credits for those members unwilling to take the Zoom courses before the board decides on an appropriate policy.

NEW BUSINESS: Errol will send Board Members the statement regarding Conflict of Interest since it needs to be renewed annually.

ADJOURNMENT: At 2:50 p.m.

NEXT MEETING: July 23rd, 2020, at 1:00 p.m. We will be using Zoom.

Respectfully submitted,

Alice Cruikshank
Secretary