

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

August 27, 2020

The meeting was called to order by Jack Gregory at 1:04 p.m. Members participated via Zoom.

PRESENT: Donna Cote, Alice Cruikshank, Bob Ellis, Louise Fisher, Jack Gregory, Tom Gworek, Errol Matzke, Agnes Pier, Sandy Slipp, Marilyn Stockton, Phil Will and Ann Winship

MINUTES: The minutes of the July 23rd meeting were approved as presented.

ANNOUNCEMENTS:

1. Agnes reported that Tiffany Smith assured her that Seabury will host Zoom meetings and classes in the Chapel and Heritage Hall for residents who are ALP members but do not have computers. Large screens will be utilized but the people cannot ask questions or vote.
2. Agnes will send invitations to the Preview Meeting and the Annual Meeting using ALP's large data base.
3. Much discussion occurred about whether ALP should involve McAuley in our Zoom Classes this fall. Since McAuley did not pay for classes in the spring, we will not be offering them our Zoom classes for the fall semester. Agnes said she will research the agreements relating to both McAuley and Duncaster and report back to the board for further discussion regarding possible changes to the agreements.

CO-CHAIR'S REPORT:

The ALP Calendar for Fiscal Year 2020-2021 was finalized.

TREASURER'S REPORT:

1. Errol presented the financial statement for July 2020 which was approved.
2. Errol also proposed a broader marketing effort for ALP Zoom classes to other organizations. After extended discussion and significant input from Agnes Pier regarding the amount of work involved, it was decided to table the issue until after the fall semester is completed in order to gain more experience with Zoom and its acceptance by our membership.

CO-ORDINATOR'S REPORT:

1. A shortage of ALP-Horns at Seabury was reported by Ann, who will check with Tiffany Smith to see how the 350 copies were distributed what caused the problem.
2. The Annual Meeting mailing went out on schedule.
3. Agnes reported a gratifying number of on line registrations so far.
4. Ann will contact Seabury regarding a scheduling conflict with a class on Sept. 30.
5. A publicity packet will be prepared for the spring semester. Louise will work with Agnes on this. It's too late to send one now and there are not enough ALP-Horns.
6. Agnes requested approval to pay Zoom an additional \$50.00 for the month of September so we can accommodate up to 500 members in our meetings. It would be great if we had such a turnout.

### COMMITTEE REPORTS:

WEBMASTER: Donna reported traffic is up and the Website is in good shape.

### ALP-HORN:

1. Bob mentioned the labor-saving aspects of email and the values of publicity in each method of communication. The board discussed the idea of emailing the ALP-Horn instead of mailing a printed copy but it was decided to keep the Horn as is for now.
2. Successors: Bob expressed the importance of seeking volunteers for the ALP-Horn and the Webmaster positions. Agnes urged that this issue be brought up at the Preview Meeting and Annual Meeting. Agnes will check the website registration forms for offers to volunteer.

### COMMUNICATIONS:

1. Louise will explore possibilities of distribution of materials.
2. Agnes will forward the list of members to Louise and Ann.

### CURRICULUM:

Tom reported contacts with the presenters regarding the mechanics of Zoom. The presenter practice sessions have gone well and much has been learned by both the presenters and the CC Committee. Many hours involved by all.

### OLD BUSINESS:

1. Mechanics of polling were discussed. It was decided that voting at the Annual Meeting will be by hand. The procedure for voting will be discussed in the upcoming membership training sessions.
2. Errol expressed concern regarding the adequacy of technological capacity at Seabury for Zoom meetings.

### NEW BUSINESS:

Errol expressed concern about possible redundancy of payments for fall participants who paid for the spring semester. Options for payment fees and donations will be clarified at the Preview and Annual Meetings.

ADJOURNMENT: At 2:40 p.m.

NEXT MEETING: September 10, 2020 at 1:00 p.m. We will be using Zoom.

Respectfully submitted,

Alice Cruikshank,  
Secretary