

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM. INC  
September 10, 2020

The meeting was called to order by Jack Gregory at 1:03p.m. Members participated via Zoom.

**PRESENT:** Donna Cote, Alice Cruikshank, Bob Ellis, Louise Fisher, Jack Gregory, Tom Gworek, Errol Matzke, Agnes Pier, Sandy Slipp, Phil Will and Ann Winship. Seabury was represented by Tiffany Smith.

MINUTES: The minutes of the August 27th meeting were approved as presented.

ANNOUNCEMENTS:

1. Tiffany reported requests for attending ALP in the Chapel: 1 for the Preview Meeting and 2 for classes. There are 10 places for members in the Chapel and Heritage Hall. Those interested should call her. Seabury will publicize this in its communication to residents tomorrow. Tiffany will work with anyone needing help with technology. She will contact and assist Eleanor Walsh at Agnes's request. Tiffany reported Seabury will coordinate Covid testing dates and meeting times with ALP's class schedule. Ann added that Renee Bernasconi has been exceedingly helpful with this issue.
2. Phil has information on using Chrome, which he will send to Agnes.
3. Tom will email Chrome users information specific to that device.
4. Agnes will send email reminders to class participants 3-4 days prior to class, advising that classes will start 1/2 hour early to give participants time to ask questions regarding technical issues. Agnes's cell phone number may be used for trouble shooting. She reported that the class on Grace Hopper has been cancelled at the presenter's request.
5. Kim said that planning for the spring session will go forward with Zoom

CO-CHAIRPERSONS' REPORT:

1. Regarding the Annual Meeting: Jack requested that Louise present the slate of officers, adhering to ALP's by-laws. He will mention the need for volunteers to back up the positions of Webmaster and ALP-Horn editor. Agnes will share the Zoom screen with all members of the slate.

TREASURER'S REPORT:

Errol reported deposits just short of \$3,000 in our bank account, with at least \$350. in process for both paper and online membership applications. The online system has been working well. All monthly payments in the activity report are in accordance with plan. Dues payments from August applications were still in process at month's end, and are included in the amount noted above.

COORDINATOR'S REPORT:

1. Agnes reported 180 registrants for fall classes, with a healthy number in each class. 140 registered via the website, 30-40 via paper. There is a good number of presenters planning to present at the Preview Meeting. Agnes will send invitations tomorrow to approximately 500 people for the Preview Meeting, and invitations to the Annual Meeting on Sunday to anyone who is a paid member.

After the Preview Meeting, Agnes will send invitations to Richard Woodring's class and the Hamilton class, noting early start times.

COMMITTEE REPORTS:

1. WEBMASTER:

Donna has added a course proposal form to the site.

2. ALP-HORN:

Bob Ellis noted the deadline for the next edition of the ALP-Horn is November 16th.

3. COMMUNICATION: No report

4. CURRICULUM: Tom and Kim have approximately 24 prospective presenters for the Spring Semester. They will be contacting each one regarding the use of Zoom.

5. EMS: No report

OLD BUSINESS:

1. In reviewing the process for the Annual Meeting, Jack requested that requests for announcements be emailed to him.
2. Agnes requested that in his closing remarks at the Annual Meeting Jack remind members of the Zoom Guidelines on p. 3 of the ALP-Horn.

ADJOURNMENT: At 2:14 p.m.

NEXT MEETING: October 22, at 1:00 p.m. We will be using Zoom.

Respectfully submitted,

Alice Cruikshank  
Secretary