

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC
January 5, 2021

The meeting was called to order by Jack Gregory at 1:00 p.m. Members participated via Zoom.

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

ANNOUNCEMENTS: Jack announced that from now on, minutes of the Board meetings will be distributed to the Board after he has reviewed them, allowing time for necessary amendments.

MINUTES: The minutes of the November 19th 2020 meeting were approved as presented.

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CO-CHAIRPERSON'S REPORT: Jack

- Jack reported that the subcommittee working on Long Term Planning and Outreach recommends waiting until face-to-face meetings are possible to contact community leaders.
- The website has been re-arranged to increase its user-friendliness to prospective members.
- The Tell-a-Friend flyer has been updated by Bob, and can be found in two locations on the ALP website.
- Kim was asked to mention this at the Preview Meeting.
- Louise will introduce the presenters at the Preview Meeting.
- Letters to new members have been sent.
- Jack alerted us that it is time to start looking for new officers for the Board.

ADMINISTRATOR'S REPORT: Agnes

- 26 mail-in registrations have been received.
- Our relationship with Duncaster was discussed. Marilyn suggested 25 copies of the Alphorn would be sufficient.
- Our relationship to McAuley was discussed. In consideration of possible changes, Agnes will research the relevant document(s) when she can access the Seabury office, and call our contact, Beth, at McAuley, to strategize a plan for Alphorn distribution.
- Ann stated that 250 copies of the Alphorn are not enough for Seabury.
- 700 people have been invited to the Preview Meeting.
- Agnes's daughter, Jenny Gaines, is a candidate for the position of ALP co-ordinator. She would be a contractual employee, reporting to Jack. Agnes will train her. A 3-6 month probationary period was deemed appropriate. Jack will call Jenny to discuss a plan for her interview by some board members.
- Honorarium stand at \$100.00 for presenters not members of ALP and \$50.00 for members.

TREASURER'S REPORT:

- Errol presented the report for November - December, 2020, and a January - June forecast based on 250 members, with net revenue of 142.50. His report was accepted as presented. He reported 50 on line registrations for the Spring Semester.

COMMITTEE REPORTS:

WEBMASTER: Jack commended Donna on the recent improvements. Donna reported that 2 lists were reviewed: The "All In" and the "Membership". The volunteer form was reviewed, and it was decided to leave it as is.

ALPHORN: Bob reported that direct distribution of the Alphorn direct from the printer will be considered for the future.

COMMUNICATIONS: No report

CURRICULLUM: - Kim reported the sub-committee for Zoom met and is assured Zoom will be active and available for the Spring and Fall 2021 Semesters. He read the letter he sent Kevin Gough explaining ALP's policy regarding fees to cover insurance for hikes .

EVENT AND MEMBER SUPPORT COMMITTEE:

- Louise reported that Walter Woodward has been secured as the speaker for the Annual Meeting.

NEW BUSINESS:

- Jack noted that Kim will be the Master of Ceremonies and Louise the introducer at the Preview Meeting.
- Kim raised a concern about adequate bandwidth for future presentations. The curriculum committee will discuss this. Tom and Kim will invite presenters for assistance with this issue.

ADJOURNMENT: At 2:52 p.m.

NEXT MEETING: February 25, 2021 at 1:00 p.m. We will be using Zoom.

Respectfully submitted,

Alice Cruikshank - Secretary