

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
May 27, 2021

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, Jack Gregory, Kimball Hunt, Tom Gworek, Jenny Gaines, Errol Matzke, Agnes Pier, Sandy Slipp, Louise Fisher Marilyn Stockton, Ann Winship and Phil Will, (ret.)

ANNOUNCEMENTS:

1. Seabury: Ann Winship reported that she had spoken to Tiffany and that Seabury was preparing to have in-person classes up to 50 participants. Agnes reported that she had received the Seabury calendar from Tiffany with the coordination of Ann. After a lengthy discussion Tom Gworek volunteered to follow-up on what “up to 50 in-person participants” meant for our curriculum scheduling and utilizing Zoom technology at Seabury.

MINUTES: The minutes of the April 22<sup>nd</sup> meeting were approved with one correction of a missing “F”.

CO-CHAIR'S REPORT: - Jack & Agnes:

1. Annual meeting agenda: Jack went over the flow of the Annual Meeting using the prepared agenda to determine who would be responsible for which items. For all votes Agnes will run the meeting.
2. Jack had prepared a document concerning the utilization of Facebook for discussion's sake. Agnes requested that any action of this topic not take place until after the 2021-2022 board is in place. The discussion initially centered around the look of the Facebook page after Jack screen shared the site. It was determined that Agnes would check with John Waiveris on help to set up a more appealing the page. This was followed by a very healthy discussion about the use of Facebook to expand the membership. The desire to diversify ALP was a part of the discussion. Kim Hunt expressed that any appeal to new diverse members should be done in person and he would be willing to be a part of that effort. It was determined that we would not go live with our Facebook page at this time.

TREASURER'S REPORT:

1. Reports: Errol presented the May financials showing we still have a very healthy balance of \$66K even though we run a budget deficit.
2. Errol also reported that in light of using Zoom programming for the Fall he will continue paying the Zoom charge \$150 and \$50 for large groups.
3. Errol also reported he had a discussion with MILE about how to set up an automated registration system with the use of credit cards.

ADMINISTRATOR'S REPORT:

1. Jenny asked if there were any questions on her report. There was a discussion on the graph she included in her report showing 78% of participants thought the programs were excellent. Jenny was asked to research whether the evaluations could be broken down to other comments
2. Jenny was asked to include in her reports more detail about what she does.

## COMMITTEE REPORTS:

### Webmaster:

1. Donna reported the website was up to date
2. Jack shared a screen on the website that showed the "Tell a Friend Flyer". A discussion ensued about getting this out regularly in front for our membership.
3. Agnes had mentioned earlier that thanks to Phil's work on putting together the evaluation form and Errol's work with the on-line registration system about 80% of the membership now uses the website. She asked Donna to bring the traffic reports to see the difference between now and a year ago. Donna was also asked to look at the traffic reports on individual pages to see if it has expanded out from just the registration pages.

### ALP-Horn:

1. Bob reported all seemed to go well with the ALP Horn.
2. In the discussion about "Tell a Friend" the suggestion was made to have it inserted in the ALP Horn every time it is published. The flyer would be in color and be a pull out like the registration page. Bob was asked to get a quote from Budget Printers.

### Event & Membership Support Committee/Communications Committee:

1. Louise reported no current action. She stated that she would introduce Walt Woodward at the annual meeting. Agnes reported that everything was setup with Walt's assistant for his presentation. He will be linking in at 9:30 before the annual meeting to ensure all is ready for the presentation.
2. Louise & Sandy mentioned the possibility of having the Fall Social in person. Sandy is going to explore this possibility. Agnes will get Liz Burke's, the next co-chair, email and phone number to Sandy.

### Curriculum:

1. Kim and Tom reported there was a group from the Curriculum committee meeting next Friday to schedule the Fall Term.

## NEW BUSINESS:

1. Charlie Woolsey approached Tom because he has been attending some classes at West Hartford Senior Center. He was talking to the director and she inquired whether ALP would like to partner or something with them. This was passed to our next meeting in June.

ADJOURNMENT: Bob, Jack and Jenny lost internet connection because of an issue in Windsor. Agnes finished the last items of the meeting and it was adjourned at 2:45 p.m.

NEXT MEETING: The next meeting will be on June 24<sup>th</sup> at 1:00 p.m.

Respectfully presented,

Alice Cruikshank,  
Secretary