

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

June 24, 2021

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

PRESENT: Donna Cote, Bob Ellis, Jack Gregory, Kimball Hunt, Tom Gworek, Jenny Gaines, Errol Matzke, Agnes Pier, Sandy Slipp, Elizabet Burke, Beth Horlitz and Ann Winship

ANNOUNCEMENTS: Ann and Tom stated that Seabury will still allow 50 participants per meeting room and Tom said that all classes are now planned to be conducted through Zoom. There may be opportunities for small in person classes to include the presenter but none are scheduled as yet. Ann will check to see if ALP will be allowed to resume face-to-face board meetings beginning July 22 in the Seabury Board Room on campus.

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

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

Jack welcomed and introduced Liz Burke and Beth Horlitz to their fellow board members and each member described their function on the board. They already knew most of the members. ALP information binders have been prepared for their use and will soon be delivered to them.

There was much discussion about use of the ALP Tell a Friend Flyer which led to approval for a one time color insertion into the fall ALP-Horn at a cost of \$285. The flyer will also be attached to the Zoom invitations for the fall Preview Meeting and it will be mentioned at the September 14, 2021 meeting as a reminder to participants.

Both the Board of Directors member list and the ALP meeting schedule for FY 2021-2022 were updated and distributed to board members.

TREASURER'S REPORT:

Errol discussed the year to date through May ALP financial picture which is good per the statement presented and said he will prepare the FY 2021 year end report by July 15. FY 2021 turned out to be much better than originally expected due to strong donations and membership numbers around 250 for the spring 2021 semester. Recall that no membership fees were required for members who had paid for the 2020 spring semester. Errol also discussed the need for each board member to complete the Conflict of Interest forms. He will email the two forms to members and ask them to sign and return them to him.

ADMINISTRATOR'S REPORT:

In addition to the information already provided in her monthly written report, Jenny discussed the preparation of the ALP binders and updates to be provided to the new board members plus Sandy Slipp who has yet to receive one. The new binders and inserts for the remaining members will be delivered at the board meeting on July 22 assuming ALP is allowed to meet in person at Seabury. Various elements of the binder will need to be updated in the coming months as a result of the approval of the bylaw amendments. These include job descriptions and the Co-Chairs were asked to review their current job description and determine if an update is needed.

COMMITTEE REPORTS

Webmaster: Donna introduced her first ALP Website Visitors report. This new report will become a valuable tool which will allow us to track ALP website usage by various categories on a routine basis. She has updated the website to include the new bylaw amendments and inserted a link on the home page to the Tell a Friend Flyer. It appears that the website is beginning to see more and more traffic and is becoming more useful to our members.

ALP-Horn: There was much discussion about the proposed content and articles for the upcoming fall ALP-Horn. Bob will prepare an email to board members outlining what was agreed to and providing the dates required for input to him. The fall Horn will focus on the Preview Meeting, the Tell a Friend Flyer and supplementary information that may be helpful to prospective members.

Communications Committee: No report

Events and Member Support Committee: No Report

Curriculum: Kim and Tom report that the fall semester courses will total 24 or 25 depending on one commitment now outstanding.

NEW BUSINESS: Bob brought up the idea of possibly having an ALP fall social event via Zoom. Various ideas were discussed and since this would be an EMS Committee responsibility to plan, Sandy and Liz were asked to get together and determine if the idea is feasible and how it would be implemented.

ADJOURNMENT: The meeting was adjourned at 2:57 pm.

NEXT MEETING: The next meeting will be on July 22nd at 1:00 pm. Possibly at Seabury.

Respectfully presented,

Jack Gregory (Acting Secretary)