

ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **November 18, 2021**
Time: 1:00-3:00 pm
Place: IN-PERSON at Seabury
200 Seabury Dr.
Bloomfield, CT 06002

1. ANNOUNCEMENTS

2. MINUTES OF THE PREVIOUS MEETING

3. CO-CHAIRPERSONS' REPORT

4. TREASURER'S REPORT

Two reports are attached. The abbreviated report is a six month section of the full year report/forecast and it's a little easier to read. The red numbers are expected expenses based on the FY2022 Budget/Forecast. The matrix on the bottom of the pages gives a little more information as to what the expense was for. Self-evident expenses are not listed there. There are lots of numbers and if you see something that looks like an "anomaly" for future expenses let me know. I picked up a few and I'm sure I didn't get them all. Expenses to date are actuals, and income is bank deposits except for credit card income and expenses, which are included in the month in which we got the "imprint" instead of the month of deposit.

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

BOB ELLIS – Retirement from ALP Horn Editor

"A serious look at possible candidates to become Horn Editor. I'm getting old (85) and no longer have the energy, stamina, and zeal required to make the commitment to produce the quality of newsletter that the ALP membership deserves. In short, my mind and my body are competing to see which can collapse first. I also have a list of other projects I either need or hope to complete before that race is completed. The bottom line of this rationale is that after 15 publications of The Horn, I've decided to retire. The spring edition will be my last."

c) Communication Committee

d) Curriculum Committee

e) Event & Membership Support Committee

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC.
November 18, 2021

The meeting was called to order by Jack Gregory at 1:00 PM.
Members met in person in the Seabury Board Room.

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

Errol Matzke, Treasurer, asked that the minutes of the Treasurers Report be changed from "ALP is in good financial standing" to add greater depth. Beth Horlitz agreed and encouraged members to please send any minutes revisions to her.

Errol suggested: "ALP is in no financial difficulty because of our large asset balance; however, the current financial outlook shows the budget at an annual loss of ~~\$11,000~~ and going to \$4500 primarily due to lower-than-expected membership."

Bob Ellis also noted that minutes need to be changed for the date that the ALPhorn goes to the printer: December 6th, not November 15th.

Minutes were approved as amended.

Jack Gregory sent 265 letters to people in Seabury at Home promoting ALP on 11/1/21 and billed \$87.45. Jenny noted that 16 people have already responded to the letters. Discussion centered around how Seabury marketing is interested in helping us but they are very busy. Sandy Slipp noted that when she entered Seabury three years ago, she did not get a copy of the ALPhorn. In contrast, Duncaster, which she also considered, had a very prominent listing of educational opportunities. Tom Gworek reported that he brought 25 ALphorns to marketing and urged them to distribute them during their interviews. The Board stressed the need to continually work with Seabury marketing.

Jack Gregory has created a new letter for new Seabury members that will be combined with the fall ALPhorn. Jack suggested that he and Bob Ellis get together in the first part of the year to create an ad or article for the Windsor /Bloomfield Journal to promote ALP. Agnes noted that John Karas, the editor of the paper, is always interested in receiving articles, with his deadline on Thursdays.

The Tell-a-Friend flyer will also be distributed; Agnes suggested that the flyer could be put in the Windsor Journal as a full-page ad.

Treasurer Report: The financial outlook hasn't changed since September. Errol has gone through all the records since 2010 up to 3-4 years ago. The corporate organizational records all appear to be there. He noted that in the old minutes the second page was never dated which made it difficult to match the pages up. He strongly suggested putting the date on the second page of all the minutes, as well as the first.

Motion approved to reimburse Jack Gregory the \$87.45.

Jenny reported that the fall has been very busy and quite challenging. Some people are tired of Zoom. Current registrations are at 216, with a lot of people interested in the courses on Beethoven and the Wadsworth. Jack Gregory asked about the problem with getting the links to the classes in our email inboxes. Many are going into junk mail. Agnes and Jenny stressed putting the emails in the e-mail address book as a way to correct that. Jack suggested that those directions should be included in the ALPhorn. Bob said he would make it part of the Zoom instructions.

Jack Gregory asked whether the evaluations are going out. They have gone out but Jenny noted that it has been challenging to keep up with them. Kim Hunt suggested that coordinators send a reminder to Jenny when their classes are completed.

Sandy Slipp asked that we consider how helpful and effective the evaluations really are. She was concerned about the amount of time and paperwork spent in tabulating them. Currently, Phil Will is managing the evaluations. They are sent only to the coordinators and go to presenters if requested.

Kim Hunt noted that he did not find the evaluations especially helpful. Often, more cranky people than people who have enjoyed the course, respond. Kim has found the collective view of the Curriculum Committee to be a better resource than the evaluations.

Liz Burke commented that the crowd response is clear feedback for the success of a program.

Tom Gworek suggested reevaluating whether evaluations are worth the time and trouble. Sandy noted that a simple way to evaluate courses would be to ask members to send positive or negative feedback to Jenny. We could also use a 5-star rating system. Jack asked the curriculum committee to discuss this matter and bring it back to the board.

Jack Gregory asked about the project with John Waiveris and credit cards. It involved two stages and has stalled, which creates more work for Jenny. They will investigate this matter.

Jack complimented Donna on the good job that she is doing with the website. He noted that our numbers of visitors have increased. Bob Ellis asked if John Waiveris could adjust the website to account for the number of repeat visitors. (Jenny and Errol noted, for example, that they visit the website multiple times in the month.)

Jack asked Donna to change the home page, paragraph 3, to allow new visitors to go directly into the course listing, instead of being directed to the ALPhorn.

Kim Hunt said that our preview meeting will be on Zoom January 13th. Sandy asked Jenny to be sure that the ALP preview meeting gets listed on the Scabury calendar.

Bob Ellis asked if the curriculum listing will identify the format of the courses that will be offered. Jenny confirmed that all classes will have that information.

The next meeting of the ALP Board will be Thursday, January 27, 2022.

The meeting adjourned at 2:35 PM.

Respectfully Submitted,

Beth Horlitz and Elizabeth Burke

Elizabeth Burke transcribed the above minutes from her recording of the meeting. Beth could not be present for the full meeting. She thanks Liz for her fine work.

ALP FY2021 Monthly Activity Report/October 31, 2021

	2021						2022						10/31/2021	6/30/2022	FY 2021-22			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
Income																		
Membership Dues	\$ -	\$ 1,100.00	\$ 8,325.00	\$ 775.00	\$ -	\$ 1,100.00	\$ 8,325.00	\$ 775.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,200.00	\$ 20,400.00	\$ 23,900.00	
Donations	\$ -	\$ 375.00	\$ 1,718.00	\$ 180.00	\$ -	\$ 375.00	\$ 1,718.00	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,273.00	\$ 4,546.00	\$ 4,200.00	
Other	\$ -	\$ -	\$ 230.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.00	\$ 480.00	\$ 800.00	
Interest	\$ 13.36	\$ 10.53	\$ 9.77	\$ 9.65	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 43.31	\$ 123.31	\$ 225.00	
Total Revenue	\$ 13.36	\$ 1,485.53	\$ 10,282.77	\$ 974.65	\$ 10.00	\$ 1,485.00	\$ 10,053.00	\$ 965.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 112,756.31	\$ 225,549.31	\$ 229,125.00	
Expenses																		
ALP Horn	\$ -	\$ -	\$ 763.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Administrator	\$ 970.00	\$ -	\$ 1,140.00	\$ 1,580.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 763.98	\$ 2,163.98	\$ 2,000.00	
Annual Meeting Packet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,690.00	\$ 14,940.00	\$ 15,000.00	
Commy/Publicity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 541.50	\$ -	\$ -
Ins/Bonding	\$ -	\$ -	\$ -	\$ 384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -
Insurance - Hikes	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384.00	\$ 1,676.00	\$ 1,676.00	
Office Supplies/Equip	\$ 16.72	\$ -	\$ 285.00	\$ -	\$ -	\$ 197.00	\$ -	\$ 17.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 800.00	\$ 800.00	
Postage	\$ -	\$ -	\$ -	\$ -	\$ 277.00	\$ -	\$ -	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301.72	\$ 516.26	\$ 500.00	
Presenter Exp/Supplies	\$ -	\$ -	\$ -	\$ -	\$ 550.00	\$ 600.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 900.00	\$ 4,050.00	\$ 3,100.00	
Presenter Stipend	\$ -	\$ -	\$ 150.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Treasurer Admin Expense	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99	\$ 37.98	\$ 34.99	\$ 48.11	\$ 34.99	\$ 61.09	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99	\$ 139.96	\$ 462.09	\$ 500.00	
Credit Card Fees	\$ 0.30	\$ 28.00	\$ 180.51	\$ 19.53	\$ -	\$ 28.00	\$ 198.00	\$ 16.00	\$ -	\$ 11.80	\$ -	\$ -	\$ -	\$ -	\$ 228.34	\$ 482.14	\$ 500.00	
WEB Site/IT Supp/Schwari	\$ 50.00	\$ 675.00	\$ 65.00	\$ 50.00	\$ 940.00	\$ 50.00	\$ 50.00	\$ 675.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 840.00	\$ 3,380.00	\$ 3,600.00	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	
Total Expense	\$ 1,072.01	\$ 737.99	\$ 3,019.48	\$ 2,818.52	\$ 3,054.98	\$ 2,859.99	\$ 1,846.11	\$ 2,658.53	\$ 1,861.09	\$ 3,438.79	\$ 3,317.99	\$ 3,326.49	\$ 3,326.49	\$ 3,326.49	\$ 7,648.00	\$ 29,811.97	\$ 30,301.00	
Net Revenue (P/L)	\$ (1,058.65)	\$ 747.54	\$ 7,263.29	\$ (1,843.87)	\$ (3,044.98)	\$ (1,374.99)	\$ 8,406.89	\$ (1,693.53)	\$ (1,851.09)	\$ (3,188.79)	\$ (3,307.99)	\$ (3,316.49)	\$ (3,316.49)	\$ (3,316.49)	\$ 5,108.31	\$ (4,262.66)	\$ (1,176.00)	
Month-End Checkbook Balance	\$14,093.75	\$13,688.18	\$21,308.97	\$20,180.00	\$17,135.02	\$15,760.03	\$24,166.92	\$22,473.39	\$20,623.30	\$17,433.51	\$14,125.52	\$ 10,809.03	\$ 10,809.03	\$ 10,809.03	\$ 10,809.03	\$ 10,809.03	\$ 10,809.03	
Month-End Bank Balance:	\$15,380.47	\$14,658.18	\$22,058.87	\$23,210.00	\$44,035.89	\$44,045.89	\$43,911.09	\$43,924.56	\$43,940.45	\$43,954.90	\$43,968.38	\$43,981.78	\$43,995.18	\$43,995.18	\$43,995.18	\$43,995.18	\$43,995.18	
COFL #2, #4, #5	\$43,996.99	\$44,006.85	\$44,015.89	\$44,025.89	\$61,170.91	\$59,805.92	\$68,078.01	\$66,397.95	\$64,562.75	\$61,388.41	\$58,093.80	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	
Net Assets	\$58,090.74	\$57,695.03	\$65,324.86	\$64,205.89	\$61,170.91	\$59,805.92	\$68,078.01	\$66,397.95	\$64,562.75	\$61,388.41	\$58,093.80	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	\$54,793.31	
Net Assets 12 Mos. Prior	\$66,063.45	\$63,745.20	\$66,833.55	\$63,315.99	\$60,524.12	\$58,422.88	\$81,647.81	\$79,107.15	\$77,664.74	\$73,659.19	\$69,995.44	\$67,299.31	\$67,299.31	\$67,299.31	\$67,299.31	\$67,299.31	\$67,299.31	

11/8/2021