

# ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **Thursday, August 25**

Time: 1:00-3:00 pm

Place: Seabury Boardroom

## 1. ANNOUNCEMENTS

## 2. MINUTES OF THE PREVIOUS MEETING

## 3. CO-CHAIRPERSONS' REPORT

## 4. TREASURER'S REPORT

## 5. ADMINISTRATOR'S REPORT

- Fall Social Flyer Review

## 6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

c) Communication Committee

d) Curriculum Committee

- Preview Meeting Plans

e) Event & Membership Support Committee

## 7. OLD BUSINESS

-Hybrid Subcommittee Update

## 8. NEW BUSINESS

## 9. ADJOURNMENT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
JULY 28, 2022

The meeting was called to order by Agnes Pier at 1:00 p.m. on Zoom.

PRESENT: Jack Gregory, Agnes Pier, Errol Matzke, Donna Cote, Tom Gworek, Jenny Gaines, Bob Ellis, and Carol Simpson.

The minutes were accepted as submitted.

Jack Gregory opened the meeting with congratulatory words about the completion of the fall issue of the **ALP-Horn**. He then turned to the details of the **upcoming Preview Meeting** and the **Fall Social**. Kim Hunt will be the Master of Ceremonies at the Preview Meeting. Jenny commented that Ann has a checklist for Preview Meeting planning. Jenny has raffle tickets available. **The flier for the Fall Social should be ready for the August 25 Board Meeting.** (Jenny will update a former one.) **It will be distributed at the Preview Meeting on September 6.** The Event and Membership Committee should decide what kind of raffle incentives will be most attractive.

Errol reported most of our budget expenditures are fixed, except for the Administrator's salary. Because of that, **our profit or loss each year is dependent on the number of members we have enrolled. We currently have 225 members; our average number is about 250; and we are aiming for 275 this year.** We still have a \$5600 surplus, but a growing membership makes a healthy organization. It was suggested that the Membership Committee should promote ALP membership to the many new residents of Seabury. *corrected \$56,000*

Errol also explained that the line item "credit card" is for fees that allow members to pay by credit card. He noted that the Tax Return has been filed, and that **Conflict of interest forms** are filtering in. The treasurer's report was Approved as submitted.

Jenny noted that her technology session with Dean and Renauld (Seabury staff) was excellent. They are incorporating Seabury's manual into the ALP User Guide. We plan 3 hybrid classes in the Chapel using our laptop and Seabury's projection equipment. **The Board wants to re-institute a "dry run" for Zoom presenters and asked Kim to set one up in August. Tom volunteered to be the presenter and Bob will tune in from home.** It was agreed that we need a backup for Jenny as the manager of these programs.

Donna Cote was commended for a high level of first-time visitors to our Website. It was noted that the class list from last spring should be left in place until the new list is published on-line. Donna will ensure this.

Carol talked about the evolution of responsibilities for the ALP Horn between herself and Bob Ellis. For this fall issue she agreed to become the liaison with the printer; and to facilitate that, she also received and incorporated the final edits from proof-readers. **Carol noted that the list**

**of courses and locations, dates, and times must be the responsibility of the Curriculum Committee since she, and proof-readers don't have access to the correct information. Bob Ellis asked that in the future he should get estimated information on the anticipated number of courses in advance of the final copy.** In that way, he can reserve an appropriate amount of space in the issue and concentrate on the composition of other items in the issue. The Curriculum will always arrive last and should be proofed separately.

Our next upcoming project is planning the Fall Social, and that will be the responsibility of the Event and Membership Committee. Jenny will be helping with this.

The meeting was adjourned at 2:05!

Respectfully submitted,  
Carol Simpson, secretary pro tem

## FY2023 Monthly Activity Plan/July 31, 2022

	2022	Year	Year-end	FY 2023
	July	to Date	Outlook	plan
<b>Income</b>				
Membership Dues	\$0.00	\$0.00	\$26,000	\$26,000
Donations	\$12.00	\$12.00	\$5,312	\$5,300
Other	\$0.00	\$0.00	\$580	\$600
Interest	\$9.21	\$9.21	\$120	\$125
Luncheon			\$780	
<b>Total Revenue</b>	<b>21.21</b>	<b>\$21</b>	<b>\$32,792</b>	<b>\$32,025</b>
<b>Expenses</b>				
ALP Horn	\$0.00	\$0.00	\$2,700.00	\$2,700.00
Annual Meeting Packet	\$0.00	\$0.00	\$450.00	\$650.00
Comm/Publicity	\$0.00	\$0.00	\$225.00	\$225.00
Administrator	\$0.00	\$0.00	\$13,750.00	\$15,000.00
Ins/Bonding	\$0.00	\$0.00	\$1,800.00	\$1,800.00
Insurance - Hikes	\$0.00	\$0.00	\$800.00	\$850.00
Office Supplies/Equip	\$0.00	\$0.00	\$687.50	\$1,000.00
Postage	\$0.00	\$0.00	\$495.00	\$800.00
Presenter Exp/Supplies	\$0.00	\$0.00	\$200.00	\$200.00
Presenter Stipend	\$0.00	\$0.00	\$4,200.00	\$4,200.00
Treasurer Admin Expense	\$41.79	\$41.79	\$576.79	\$600.00
Credit Card Fees	\$1.80	\$1.80	\$676.80	\$600.00
WEB Site/IT Supt/Software	\$50.00	\$50.00	\$3,610.00	\$3,800.00
Contingency			\$1,500.00	\$1,500.00
Luncheon Cost		\$0.00	\$1,137.50	\$0.00
<b>Total Expense</b>	<b>93.59</b>	<b>93.59</b>	<b>32,808.59</b>	<b>33,925.00</b>
<b>Net Revenue (Earnings)</b>	<b>-72.38</b>	<b>-72.38</b>	<b>-16.38</b>	<b>-1,900.00</b>

Total Assets July 31= \$44,106 CD + \$10,475 Checkbook = \$54,501

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: August 25, 2022

This past month has been busy+ with the End-of-Semester switchover which was a complete success! The past Spring 2022 Semester has been archived. Curriculum for the Fall 2022 was completed and prepared for the ALP Horn Newsletter. The edited ALP Horn file was sent to our webmaster, Donna, for the master upload of ALP Horn to the website.

We continue to move forward with the “Bridge” from our website and database which most of which what is being accomplished in the background.

Stay Safe and Healthy,  
Respectfully Submitted  
Jenny Gaines  
ALP Administrator

Webmaster Report August 25, 2022

The homepage was updated with an invitation to the Fall Preview meeting on September 6<sup>th</sup>, as well as the Fall schedule of classes. The ALP Horn was uploaded as well. Many thanks to Bob Ellis for putting the finishing touches on the website, as I was on vacation last week. The calendar was updated with all classes for next semester.

In the last 30 days, the website has had 390 visitors, 321 of which are first time visitors. In August, so far, there have been 309 visitors.

The top referring sites to our website are Google, Bing and Duckduckgo.

Donna Cote

# **FALL SOCIAL**

**Friday, October 7, 2022**

**3:00–5:00pm**

**Lounge Outside Seabury Chapel**

**"In Person" Attendance Only**

**Your opportunity to see old friends, greet new members and catch-up on the year that has been, while creating new memories. There will be refreshments served and a gift card raffle.**

**Come to the ALP Fall Social Friday,  
October 7 from 3:00-5:00pm!!!**

**To celebrate our membership, welcome new members and greet old friends In-Person!!**

**To register for the Social, just reply to this e-mail. Administrator, Jenny Gaines  
[admin@uconnalp.org](mailto:admin@uconnalp.org) to join the party.**

**We look forward to seeing you on October 7<sup>th</sup>!!**