

**ALP BOARD OF DIRECTOR'S MEETING
AGENDA**

Date: **September 22, 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

Fall Social
- Photographer for the social

4. TREASURER'S REPORT

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

- a) Webmaster
- b) ALP-Horn
- c) Communication Committee
- d) Curriculum Committee
- e) Event & Membership Support Committee

7. OLD BUSINESS

Hybrid Subcommittee Report

8. NEW BUSINESS

Presentation Dilemma

9. ADJOURNMENT

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ADULT LEARNING PROGRAM, INC.
AUGUST 25, 2022**

The meeting was called to order by Agnes Pier at 1:06 PM in the Seabury Board Room.

Present: Agnes Pier, Jack Gregory, Errol Matzke, Beth Horlitz, Jenny Gaines, Ann Winship, Kim Hunt, Tom Gworek

Announcements:

Sandy Slipp has resigned from the Board. Jack will write her a snail mail letter thanking her for her service to ALP.

Liz Burke just had her second total knee replacement surgery.

Ann, Jenny, and Agnes will work on the Event and Membership Committee's upcoming duties.

Errol noted that the ALP surplus is approximately \$56,000. Not \$5,600 as written in the July 28 Minutes. The July 28 Minutes were approved with that correction.

Agnes said that ALP is working with Seabury for the in-person Fall Preview Meeting on Tuesday, September 6 in the Chapel. Only the presenters may participate via Zoom if they wish. Jenny will ask by email that those who are attending from outside Seabury let us know so we can make sure there is adequate parking.

Melissa Beauchemin is the new Seabury Director of Resident Services. Agnes will be the Master of Ceremonies for the Fall Preview Meeting. Each speaker will have a name plate in front of them. Ann will time the speakers. There will be a raffle for a free Spring 2023 ALP membership. No opening speaker is a good idea.

The Treasurer's Report was accepted.

Jenny noted that the automation and streamlining of the database continues. Registration will be fully automated by the end of the year.

The Fall Social Flyer is an updated version of past ones. The fact that this is a free event will be emphasized. Attendees need to RSVP so we have an accurate count for Seabury. A place to register will be under Special Events on the ALP Website. An email will be sent to current members. The Board voted unanimously to approve two \$50 Carbone's Kitchen raffle gift cards for the event.

Seabury Marketing will invite prospective Seabury members to the September 6 Preview meeting but not to the Fall Social.

Beth will proofread the curriculum part of the Spring 2023 ALPHorn. Since she is a member of the Curriculum Committee, she is familiar with the planned programs.

Maybe there will be no hybrid courses this semester. We are still working on it. Headphones might be helpful. The first hybrid course is not until November.

Agnes adjourned the meeting at 1:55 PM.

Respectfully Submitted,

**Beth Horlitz
Secretary**

FY2023 Monthly Activity/Plan August 31, 2022

	2022		Year to Date	Year-end Outlook	FY 2023 plan
	July	Aug			
Income					
Membership Dues	\$0.00	\$3,270.00	\$3,270.00	\$26,000	\$26,000
Donations	\$12.00	\$840.00	\$852.00	\$5,692	\$5,300
Other	\$0.00	\$0.00	\$0.00	\$580	\$600
Interest	\$9.21	\$10.15	\$19.36	\$119	\$125
Luncheon/Refreshments			\$0.00	\$780	
Total Revenue	21.21	4120.15	\$4,141	\$33,171	\$32,025
Expenses					
ALP Horn	\$0.00	\$968.00	\$968.00	\$2,768.00	\$2,700.00
Annual Meeting Packet	\$0.00	\$0.00	\$0.00	\$450.00	\$650.00
Comm/Publicity	\$0.00	\$0.00	\$0.00	\$225.00	\$225.00
Administrator	\$0.00	\$2,185.00	\$2,185.00	\$14,685.00	\$15,000.00
Ins/Bonding	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00
Insurance - Hikes	\$0.00	\$0.00	\$0.00	\$800.00	\$850.00
Office Supplies/Equip	\$0.00	\$0.00	\$0.00	\$687.50	\$1,000.00
Postage	\$0.00	\$0.00	\$0.00	\$495.00	\$800.00
Presenter Exp/Supplies	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
Presenter Stipend	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00
Treasurer Admin Expense	\$39.99	\$39.99	\$79.98	\$574.98	\$600.00
Credit Card Fees	\$1.80	\$65.24	\$67.04	\$742.04	\$600.00
WEB Site/IT Supt/Software	\$50.00	\$690.00	\$740.00	\$3,620.00	\$3,800.00
Contingency				\$1,500.00	\$1,500.00
Luncheon/Refreshments			\$0.00	\$1,137.50	\$0.00
Total Expense	91.79	3,948.23	4,040.02	33,885.02	33,925.00
Net Revenue (Earnings)	-70.58	171.92	101.34	-713.66	-1,900.00

Total Assets August 31= \$44,116.37 CD + \$11,263.79 Checkbook = \$55,380.16

9/18/22

Webmaster Report September 22, 2022

The homepage was updated with news of the Fall Preview meeting on September 6th, which for very well-attended. Some corrections were made regarding dates and names of some classes. Also, a change was made regarding the Hikes class. An insurance fee is no longer required. I plan to include an invitation to the social on the homepage by the end of the month.

In the last 30 days, the website has had 459 visitors, 324 of which are first time visitors. In September, so far, there have been 296 visitors.

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

Respectfully submitted,

Donna Cote

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: September 22, 2022

This past month we prepared and hosted my first ALP In-person Preview Meeting on Sept 6th. It seemed to be a good turnout of about 80+ members. Many thanks to the presenters and volunteers for all their help especially Ann Winship, Carol Matzke, Carol Simpson and Cynthia Redmen.

The Hybrid Sub-Committee had a “practice” meeting to no such avail and ended in extreme frustration with no resolution to the Hybrid option to work this term successfully. However, after collecting my thoughts I scheduled a few meetings with Cameron from Seabury regarding any tech issues with Seabury and our equipment. It was successful. We both feel like we worked out the kinks for the Hybrid option for this coming term in the Chapel. We practiced and as you witnessed during the Zoom aspect of the Preview Meeting it went very well picture and sound wise. The Hybrid Sub-Committee will still need to approve the practices and procedures with members and presenters for the future use but I do believe this option for Hybrid can work. These training sessions can be set up anytime.

An update to the “bridge” of the Online ALP Database with John, Invisible Gold. We have been working each week on the movement of our ALP database to be completely online and intergraded through our website to streamline data entry and organization for all future users. We went “live” over a week ago and added new features to the website database that enhances the user’s experience with registrations as our piece to the “bridge”. We will continue working through the term to complete the integration for next term.

The Curriculum Committee meet earlier this past month and has begun preparation of the planning for the Spring 2023 term in a gusto with over 27 suggestions for courses. However, they are always looking for any new ideas and suggestions. You can find an updated Course Proposal our website www.alp.uconn.edu.

As a plus, Registrations are in full swing, there are 183 enrollees, as of today.

Stay Safe and Healthy,
Respectfully Submitted
Jenny Gaines
ALP Administrator