

# ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **Thursday, Nov 17, 2022**

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

*"and Discussion"*

## 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

*"Board Replacements"*

## 9. ADJOURNMENT

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: November 17, 2022

This October & November has been extremely busy with our first In-person & Hybrid sessions for the term with a great attendance. Jane Newpeck's course is going well with using the ALP computer. The Hybrid session for Housing & Unhoused went very well online & In-person attendance with very few set-backs. Hikes as has gone well and finished for the season.

The ALP Administrative tasks have significantly increased with the demand of tech support for some In-person and Hybrid sessions added new tasks to the original job. It has been very hard to manage all these tasks and then evaluations that are expected, but I am trying to get these out to the coordinators for their review in a somewhat timely manner. The evaluations are a bit more time consuming and truthfully has been challenging.

In addition, the Curriculum Committee moved ahead in full speed getting the Spring 2023 term and ALP Horn Bulletin. The curriculum for Spring 2023 was scheduled and all tentative schedule emails were sent to the presenters for confirmation. We are on track to deliver the curriculum for the ALP Horn for deadline. The Fall 2023 is in planning mode, suggestions are always welcome.

Stay Safe and Healthy,  
Respectfully Submitted  
Jenny Gaines  
ALP Administrator

Webmaster Report November 17, 2022

The homepage has been fairly quiet this month.

In the last 30 days, the website has had 419 visitors. In November, so far, there have been 203 visitors. In October, there were 422 visitors.

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

This will be my last term as webmaster, ending in June 2023. Please try to think of someone who may be well-suited to fill this position.

Respectfully submitted,

Donna Cote

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ADULT LEARNING PROGRAM, INC.  
October 27, 2022  
Zoom Teleconference

The meeting was called to order by Agnes Pier at 1:01 PM

Present: Errol Matzke, Jack Gregory, Tom Gworek, Bob Ellis, Ann Winship, Jenny Gaines, Beth Horlitz, Donna Cote, Carol Simpson, Agnes Pier, Kim Hunt

Liz Burke resigned from the Board. We thank her for her contributions.

The September minutes were accepted.

Agnes presented the Co-chair's report. She said she is disturbed because the procedure for evaluating presenters was not followed. She said when members have complaints about presentations they need to fill out evaluation forms. The curriculum chairs and the coordinators receive those evaluations and they pass them on to the presenters. The Board decides policy only.

Agnes and Errol both did an analysis of membership. They concluded that membership fluctuates from semester to semester but it is declining from a pre-pandemic high of 305 members in 2018 to 204 members now. In 2018 there were 175 Seabury and SAH members and 130 other members. Now there are 116 Seabury members, 18 SAH members and 70 others. We need to explore ways of increasing membership.

Errol noted that our year end financial outlook looks good, with <sup>for the end of 2022</sup> \$12,000 in membership and donations. But we would like to see more. The Treasurer's report was accepted. <sub>but FY year end shows a large loss</sub>

Jenny said things have been very busy and the registration went smoothly.

The Social went well. We thank Ann. We do need a volunteer whose specific job is to arrange events.

We will give the hybrid format a try in November. We cannot rely on Seabury for tech support.

The policy for honorariums is \$100 per class even if 2 people are doing the class.

Photos of the Fall Social are on the website. Thank you, Donna.

Carol said that the ALPHorn will be 12 pages. The curriculum will be 5 pages. If we change the registration form from being a separate insert to being included in the body of the ALPHorn we will save time and money. We will make that change going forward.

Included in the ALPHorn will be an article about the Preview meeting, donor list, new members list, parking information and more.

The Curriculum Committee is considering 21 single classes and 9 multi-session classes for the Spring. We continue to refine that list. We aim for 25 courses.

An article for the ALPHorn about one of our presenters such as Leo Pigaty would be of interest. An article about our need for volunteers for such jobs as events coordinator and communications would be good. Jack suggests we have ALP ambassadors talk to and bring ALPHorns to Over 55 communities and other groups.

Jenny sends out 459 labeled ALPHorns. 1000 ALPHorns will be printed on white paper with black ink. Colored paper costs more money and white paper is the easiest to read.

Presently, Jenny sends each presenter a form thank you letter along with an honorarium check. Errol suggests that the coordinators send personal thank you notes as well. Kim and Tom agree. These notes can be hand-written or even emails.

We will try the hybrid format for the Housing programs on November 8 and 15. Kim will be on the Zoom end. Jenny will be in the chapel. Davida is the coordinator.

Bob asks if there should be a questionnaire sent to people who left ALP asking them why they did. Kim said we have seasonal fluctuations and Agnes and Errol presented earlier in this meeting their work showing the declining numbers since 2018.

Jack suggested that Seabury pay for one semester of ALP for new SAH members. Errol said this had been done in the past. Kim suggested we reach out to the 3 church communities near Seabury.

*for new Seabury residents.*

Before the pandemic Seabury provided coffee, tea and water for classes. We need to ask Seabury to resume that well-appreciated service.

Bob questioned whether the attendance sheets and handouts were available at his classes. Yes, as for all in-person classes, they were on a table at the back of the Chapel and Heritage Hall along with **Tell a Friend** flyers and ALPHorns. Jenny prepares attendance sheets and the course material handouts or downloadable computer files requested by the presenters for all in-person and zoom classes. Thank you, Jenny.

Agnes said we need a task force of 7 or 8 to develop a strategy for attracting new members. Not just Board members should be on the task force.

The target date for all input for the ALPHorn is November 15.

Jack said we need to decide on a speaker for the annual meeting by February. We also need to know whose terms are expiring next year.

Bob suggested that he will volunteer to be the speaker for the annual meeting. His topic will be "The Life and Times of Louis CK."

Jenny said "You better never." The board members agreed.

The meeting adjourned at 2:59 PM.

Respectfully submitted,

Beth Horlitz  
Secretary

FY2023 Monthly Activity/Plan October 31, 2022/November 30 Preliminary

	FY 2023 Semester One					Est Semester 1	FY 2023						Est Semester 2	Year-end Outlook	FY 2023 plan	
	Jul	Aug	Sep	Oct	Nov		Dec	Jan	Feb	Mar	Apr	May				Jun
<b>Income</b>																
Membership Dues	0	3,270	6,155	255	0	9,680	1,450	8,000	350	200	0	0	0	10,000	19,680	26,000
Donations	12	840	1,730	45	0	2,627	363	2,000	88	50	0	0	0	2,500	5,127	5,300
Other	0	0	0	0	0	0	0	10	10	200	80	0	0	300	300	600
Interest	9	10	10	10	11	50	10	10	10	10	10	10	10	70	120	125
Luncheon/Refreshments	0	0	0	0	0	0	0	0	0	0	0	0	780	780	780	
<b>Total Revenue</b>	<b>21</b>	<b>4,120</b>	<b>7,895</b>	<b>310</b>	<b>11</b>	<b>12,357</b>	<b>1,823</b>	<b>10,020</b>	<b>458</b>	<b>460</b>	<b>90</b>	<b>10</b>	<b>790</b>	<b>13,650</b>	<b>26,007</b>	<b>32,025</b>
<b>Expenses</b>																
ALP Horn	0	0	0	968	0	968	0	900	0	0	0	900	0	1,800	2,768	2,700
Annual Meeting Packet	0	0	0	0	0	0	0	0	0	0	0	450	0	450	450	650
Comm/Publicity	0	0	0	100	0	100	0	0	0	0	0	0	125	125	225	225
Administrator	0	740	1,445	1,765	2,500	6,450	1,250	1,250	1,250	1,250	1,250	1,250	1,250	8,750	15,200	15,000
Ins/Bonding	0	0	384	0	0	384	0	0	0	0	1,400	0	0	1,400	1,784	1,800
Insurance - Hikes	0	0	0	0	0	0	0	0	0	0	450	0	0	450	450	850
Office Supplies/Equip	0	0	0	0	0	0	163	63	63	63	63	63	63	538	538	1,000
Postage	0	0	0	0	180	180	155	45	45	45	45	45	155	535	715	800
Presenter Exp/Supplies	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200	200
Presenter Stipend	0	0	200	400	1,500	2,100		100	550	350	350	600	300	2,250	4,350	4,200
Treasurer Admin Expense	40	40	40	75	40	235	40	60	65	90	40	40	40	375	610	600
Credit Card Fees	2	65	157	8	0	232	34	185	10	5	5	15	0	254	486	600
WEB Site/IT Supt/Software	50	690	50	50	1,030	1,870	55	55	680	55	55	680	240	1,820	3,690	3,800
Contingency																1,500
Luncheon/Refreshments													1,138	1,138	1,138	0
<b>Total Expense</b>	<b>92</b>	<b>1,535</b>	<b>2,276</b>	<b>3,366</b>	<b>5,250</b>	<b>12,519</b>	<b>1,697</b>	<b>2,658</b>	<b>2,663</b>	<b>1,858</b>	<b>3,658</b>	<b>4,043</b>	<b>3,510</b>	<b>20,084</b>	<b>32,603</b>	<b>33,925</b>
<b>Net Revenue (Earnings)</b>	<b>-71</b>	<b>2,585</b>	<b>5,619</b>	<b>-3,056</b>	<b>-5,239</b>	<b>-161</b>	<b>126</b>	<b>7,363</b>	<b>-2,205</b>	<b>-1,398</b>	<b>-3,568</b>	<b>-4,033</b>	<b>-2,720</b>	<b>-6,434</b>	<b>-6,595</b>	<b>-1,900</b>

Total Assets October 31= \$44,114.79 CD + \$15,499.14 Checkbook = \$59,613.93



