

ALP BOARD OF DIRECTOR'S MEETING AGENDA

Date: **May 25, 2023**

Time: 1:00-3:00 pm

Place: Via Zoom

1. ANNOUNCEMENTS

2. MINUTES OF THE PREVIOUS MEETING

3. CO-CHAIRPERSONS' REPORT

4. TREASURER'S REPORT

5. ADMINISTRATOR'S REPORT

6. COMMITTEE REPORTS

a) Webmaster

b) ALP-Horn

- Fall Issue in Process

c) Communication Committee

d) Curriculum Committee

- *Review of Coordinators Responsibilities*

e) Event & Membership Support Committee

7. OLD BUSINESS

- *Memberships Task Force*
- Clarify and confirm the format of the Annual Meeting on June 8th;

8. NEW BUSINESS

9. ADJOURNMENT

UCONN ALP Board of Directors Meeting Minutes
April 27, 2023
Seabury Boardroom

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

Agnes convened the meeting at 1:00 PM.

The total assets of ALP are \$61,000 from a high of \$80,000.

The packet for the Annual Meeting of Thursday, June 8, needs to be sent 7-30 days before the annual meeting. May 20 is the day. The packets will be sent digitally. Jenny says only about 10 members need paper copies.

Jack, Errol, Kim and Agnes served on the subcommittee looking into cost saving measures. They propose that the common dues for all will be \$60 a semester beginning Fall 2023. Agnes will include this in the Co-chair report in the Annual report. We voted our unanimous approval.

We voted to accept the budget which includes \$16,000 for the Administrator and \$3,200 for web site/tech/Zoom.

Jenny is preparing her job description to be presented to the board at our June 22 meeting. Jenny's job could require less hours if ALP volunteers could do some of it. There is more automation now but Jenny must do the tech support for our presenters. Seabury does not provide tech support for ALP programs.

Hybrid is working well.

1000 ALPHorns are printed. 417 have labels. Annual Meeting packets will be provided to only voting ALP members. The ALPHorn will be on grey paper.

At our June meeting we will decide on the content of the Fall ALPHorn. It will be 12 pages and it will serve as a marketing tool. We decided that the ALPHorn cannot be paperless. The donors are listed in the Spring and Summer issues.

The slate of members of the ALP Board are as follows

Co-Chairs - Kim Hunt and Agnes Pier

Treasurer - TBD

Co-Chairs of Curriculum Committee - Tom Gworek and Beth Horlitz

ALPHorn Editor - Carol Simpson

ALPHorn Design Editor - Bob Ziegenhagen

Webmaster - Bob Ziegenhagen

Secretary - Steve Law

Seabury Member at Large Ann Winship

Member at Large Errol Matzke

Events and Member Support Comm - TBD

Communications Committee - TBD

We voted to approve this slate of the board. Errol voted against this because of his concern about not having a treasurer yet. Errol is willing to help the new treasurer.

The Annual Meeting packets will be sent by email. Jenny will make sure the less than 10 members who do not have email will receive paper packets.

At our next meeting on May 25 we will decide the format of the annual meeting.

Agnes adjourned the meeting at 2:54 PM.

Respectfully submitted,

Beth Horlitz
Secretary

To: ALP Members of the Board of Directors

From: Jenny Gaines

Date: May 25, 2023

As term comes to end our programs continue to go strong with a good attendance to In-person program The Merchant of Venice, and the 3rd & 4th Hybrid programs for Neanderthals and When Democracy Is in Crisis. Although, we had a few hiccups during one of the hybrid programs, we continue to learn new ways to work with presenters and the technology.

The ALP Horn was picked-up, labeled and mailed on-time to the ALP members. As well as The Annual Packet was compiled and emailed to all active members per the Board's approval of electronic delivery. Also, distributed paper copies to those who do not have emails. We have 205 active members for this Spring.

Curriculum Calendar planning for Fall 2023 was held on May 18 and tentatively set. Letters will be sent to the presenter for conformation of dates and times for the Fall. The Annual Meeting is coming up and we have 40 RSVPs, so far.

I continue to work with John, Invisible Gold to streamline the Website and Databases, current and upcoming transitions. In addition to updating the job description and researching the ALP Administrator position to include a technology side of the position to be proposed for the June BOD Meeting.

What's new is that direct email survey to be sent to those members that did not return this Spring term. Below is the Sample Online Survey for your review and approval.

https://docs.google.com/forms/d/13mFwUG1yQ5pLVsr0wznDCUxugyY-Eb_mUU7mmRx2zCo/edit

Safe and Healthy,
Respectfully Submitted

Jenny Gaines
ALP Administrator

Webmaster Report May 25, 2023

In preparation for our Annual Meeting, the website has been updated with pertinent information.

In the last 30 days, the website has had 296 visitors. In April, there were 281 visitors, and in May, so far, there have been 229 visitors. These numbers are about the same as last month.

The top pages visited were Classes/Single Sessions, About Us/Contact Us and Who We Are, and Classes/Seminars and Calendars.

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

Many thanks to Bob Ellis for your help with lunch registration info.

Respectfully submitted,

Donna Cote

