

Uconn-ALP Board of Directors
Meeting Minutes
June 22, 2023

The meeting was held via Zoom. **Present:** tom, agnes, jenny, kim, errol, beth, bob z, kim, ann winship, dogla.

Minutes, tom, error, promised pay raise for the administrator. Sould have been potential pay raise as amended accepted

Cochair minutes report. New dates for fall social. Amending agenda, we'll bring it up under new business. Kim. Procedural issue, brought to his attention that the payments to Jenny have to go through Kim. Jenny reports to the board through the other cochair rather than agnes is a conflict of interest. We pay her by the hour but don't supervise her by the hour. Kim will discuss the level of detail with Errol of Jenny's time reporting.

Errol presented his final report for 2022-23 and found that it was more successful than he expected. There was a donation. The projected increase was mainly due to an increase in fees. It doesn't count the new free semester offer as either income or expense.

Administrator's report. The databases went successfully, and they mailed out all the forms in time, online database conversion was now visible on the website, and people can see it and get to know it. Need 3 volunteers to sit at the registration table.9:30 semester preview,

Preview meeting, Jenny has contacted everybody at Seabury, and Ann says that she will coordinate with Jenny. The caterer should be there early, be there at 9:15. Kim and Ann will ensure that everything is moving. In person only for the members. Any presenter who cannot be in person, it will be zoom for them. It originates in the chapel.

Will have 2 computers going for that purpose. Checking in (1) in case they want to register and (2) to add them to the list of name and email. (3) The people getting the free semester are being specifically invited. 45% of our membership like to write checks.

Kim didn't get his alphorn yet.

Committee Bob z. The website has been update with everything it needs, like all the new courses. 208 pages down from 323, but 3 years ago it was 222. The vast majority of our page visits , 80%, are bots and spiders, but we had 2000 page views in july. Errol gave the minutes and web pages from 11 years backs, along with legal documents. It's

under About ALP and Archives. The group was impressed by the wealth of history that is available.

Alphorn, Jenny and Agness, working with Mark Sirelli, marketer for Seabury, and Agnes sent a packet to each of 40 new Seabury residents. That was mailed to each individual. If they want to activate their semester, they have to send the mailing in manually. So they can get a free semester. If anybody else joins through the mailing, Mark Sirelli must approve it. It went out on on Thurs 8/17/23. First class mail. Nancy Wright just got hers. Beth says 3 people working with her didn't get it yet.

Only the free semesters went first class, the others were bulk mail. Was the website updated with 60 cost? Only one registered at 55. One page couldn't be updated by Bob Z. \$1550 signed up 22 people. People signed up for more classes than in the past, etc.

End of alphorn discussion.

Tom and beth curriculum. Tom spent some time on procedure, but not until Sept 7 to start to look at individual courses. They're doing the long semester, aim for 25-27 courses. Riggio on Shakespeare. Could curriculum committee coordinate with a camera person to provide a start of a gallery. On the curriculum suggestion form, the zoom option is not clear enough.

Events and membership: talked preview, fall social will be 1:00-3:00 on a tuesday in october. There's a film course then. Tom Warner is eager to do the course, capitalize, 10/17 for fall social, to piggyback on the movie course. October 17 tentative, provided that Seabury is all right with it. There's no afternoon course on Oct 17, normally do it right after the program, so from 3:00 on. Ann will get confirmation on that. Check whether Seabury can cater it. We've always paid for it in the past, not charged members. It's outside the chapel and in the lounge. Hand out a flier at the preview meeting. We have a new AI program. Martha Reingold is in skilled nursing so she won't be doing her program. Just say canceled. Ann follow up for fall social. Ann will greet at the door.

Jasmine is in charge of the Seabury newsletter. Next meeting will be in person Sept 28. Douglaruth and Agnes went through the bylaws, and Bob Ellis helped, and it's changed from a membership driven to a board driven organization. They will be distributed before the next meeting. One of them is voting procedures, and bylaws allow voting by proxy. Other is officers and term of officers. There might be a need for adjustment, especially for treasurer or secretary.

Bob Elis put together the diagram showing all the committees and officers. We won't be doing debates on it next meeting.

Steve just sent out a meeting scheduling template for available dates. Beth is not on the committee.

Kim visual montage, no progress to report. Disperse responsibility for photos of courses. alpcurriculum@gmail.com is the holding area for that.

New business. Errol will send out the annual conflict of interest statement. You have to identify any conflict of interest that you may have.

Increase jenny's pay by \$1 an hour, effective to July 1. Errol moved, Tom second. Bringing up to 21 an hour. Approved.

Ann and Errol seconded, adjourn, 8:54 pm central Europe time.

Bob Ellis, Jenny Gaines, Beth Horlitz, Kim Hunt, Steve Law, Errol Matzke, Ruth Mitman, Agnes Pier, Dougla Pyrke, Ann Winship.

Agnes called the meeting **to order at 1:01 pm**.

Hearing none, the **announcements** were skipped.

Ann moved, and Kim seconded, to **accept the minutes** for the previous meeting, May 25. Passed.

Next we had a discussion of the task forces. These minutes will give the results of that discussion under new business.

Kim presented the main points of **the co-chairpersons' report**. Kim and Agnes have identified three goals for this year: a review of the bylaws, the addition of an appealing visual montage to the ALP website, and attracting membership. They propose creating a task force for each of the three. (See new business.)

Errol presented the **treasurer's report**. (See Appendix A.) He explained that the 2023-24 dues budget is based on both an increase in membership and a dues increase from an average of \$50 to \$60 per semester. The interest is based on higher interest rates this year. The promised raise in pay for the administrator is taken into account. Kim moved, and Bob seconded, approval of the report, and it passed.

Jenny presented the ALP **administrator's report**. Agnes said she would leave the binders for the new board officers at Seabury by the end of July, and Jenny would distribute them. Bob E. will drop his binder at Seabury himself. Steve and Dougla will pick up their binders. Agnes recommended making a protected section on the website for the directors, including organization, bylaws, and minutes.

Jenny updated her **administrator job description** because the Seabury staff is stepping back from their former technical role. (See Appendix B.) She also reports that the current **membership database** is complete except for a punch list of enhancements. The upcoming membership database is still in development.

The next item of business was receiving committee reports. They are summarized here.

- Bob Ziegenhagen wrote the **webmaster report** highlighting fewer page visitors but more individual visits, especially to Single Session Classes. Archives now include thirteen years of meeting minutes as well as a trove of ALP Horn issues. Thanks to Errol.
- Carol Simpson wrote the **ALPHorn report**, detailing how the fall issue's twelve pages are allocated: Class schedule and registration form, for eight pages; preview meeting; a profile of Dr. Wu; book reviews; and a mailing page.
- Beth, Tom, and Jenny, for the **Curriculum Committee**, will meet in July to finalize the fall curriculum.

Hearing no other **old business**, the agenda item was skipped.

Under new business, the **calendar** (Appendix C) was presented. Date and time for a fall and spring social are to be determined at our August meeting.

The **task force for bylaw review** will be Ruth and Agnes (chairs), Dougla, and Ann.

For the **visual montage**, Kim (chair), Bob Z., Carol, and Jenny.

For **membership increase**, Steve (chair), Jack Gregory, Beth, Ann, Errol, Jenny, and Davida Crabtree. Membership retention will be on that task force's agenda as well. Steve proposed to start with a brainstorming session, then a winnowing-out and prioritizing the most promising action steps, and finally assigning the action steps to subgroups or individuals.

By acclaim, the board expressed our gratitude to Bob Ellis for his twelve years' service.

Hearing no other business, Kim adjourned the meeting at 2:30.

Respectfully submitted,

Steve Law

Appendix A, Treasurer's Report.

**Adult Learning Program, Inc
Financial Summary FY 2023 and FY 2024
(Updated from 6/8)**

	FY 2023		FY 2024
	7/1/22-6/30/23		7/1/23-6/30/24
	Plan	Outlook	Budget
Income			
Dues	\$26,000	\$19,725	\$24,000
Donations	\$5,300	\$4,587	\$3,600
Interest	\$125	\$950	\$2,400
Ann Mtg Luncheon	\$0	\$578	\$600
Hikes Insurance/other	\$600	\$490	\$480
Totals	\$32,025	\$26,330	\$31,080
Expenses			
Administrator	\$15,000	\$14,355	\$16,000
Presenter Stipend	\$4,200	\$4,000	\$4,800
Web Site/Tech/Zoom	\$3,800	\$3,285	\$3,100
ALP Horn	\$2,700	\$2,450	\$2,900
Insurance	\$2,650	\$2,224	\$2,350
Treasury Administration	\$1,200	\$1,037	\$1,200
Annual Meeting Mailing	\$650	\$0	\$0
Ann Mtg Luncheon	\$0	\$1,100	\$800
Contingency	\$1,500	\$0	\$0
All Other	\$2,225	\$1,340	\$1,500
Totals	\$33,925	\$29,791	\$32,650
Net Loss	\$1,900	\$3,461	\$1,570

Total Assets 6/30/2023 Estimated

Checkbook Balance	\$4,600
Money Market Account	\$46,950
Total	\$51,550

Appendix B, Administrator Procedures.

ALP ADMINISTRATOR PROCEDURES

The ALP administrator works closely with other leaders and team members in ALP as required for the ALP office; the work of the Board of Directors, ALP committees, the membership, course presenters, ALP calendar, events and the organization itself.

Board And Committees - helping to ensure their smooth and effective functioning and to improve the longer-range policies and objectives. Serving as the Administrator/ coordinator to these groups.

Members - Processing and helping with course registration, memberships, volunteer activities, organization events and serving as the liaison between the members and the organization.

Courses - Assist with and coordinate the implementation of the current-semester's ALP curriculum, as well as, assisting with and coordinating the creation and development of courses and the broad curriculum for the upcoming semester.

Organizational Operations/Administrative Functions - Managing current and upcoming terms, administration of ALP committees, calendars, members, presenters and events. Managing the memberships needs and questions. Managing the current term curriculum while simultaneously managing the development of the upcoming curriculum

The various definitions of the functions and duties of the ALP Administrator

Member Support - Time spent answering member inquiries or general personal support; phones, emails, whatever hand holding.

General Office/Administrative Work - Semester enrollment other than database, check deposits, entering applications, mailings of acknowledgements etc.

Database Support – Access semester enrollment inputs, updates, database maintenance, class lists, attendance sheets, term end maintenance and process

Meeting Support - the agenda & material preparation, attend the meeting, maybe take minutes is needed & publish them etc.

Special Events - Time spent organizing events and such other activities, as needed: coordinating and managing Preview meetings, Annual Meeting, Fall Social

Program & Event Technology Specialist:

Coordinates audio/visual requirements, services, and support involved in the planning, setup and running of events for ALP In-person (Seabury) & via Zoom. This position is

responsible for delivering video conference and technology meeting experience to the ALP community, providing operational and technical support of meetings, including video conferences and virtual meetings. Responsible for applying best practices in servicing event needs through audio/visual support services in coordination with internal and external service and Seabury.

Appendix C, Calendar (Combined).

Date	Time	Event
7/6/2023	1:30-3:30	Curriculum committee
7/10/2023		Input to Editor, ALPHorn
8/14/2023		Delivery to Members, ALPHorn
8/24/2023	1:30-3:30	BOD Meeting
9/5/2023	10:00-12:00	Fall Semester Preview
9/7/2023	1:30-3:30	Curriculum committee
9/28/2023	1:30-3:30	BOD Meeting
10/5/2023	1:30-3:30	Curriculum committee
10/26/2023	1:30-3:30	BOD Meeting
11/2/2023	1:30-3:30	Curriculum committee
11/15/2023		Input to Editor, ALPHorn
11/24/2023		Draft to Proofreaders, ALPHorn
11/30/2023	1:30-3:30	BOD Meeting (fifth Thursday)
12/6/2023		Final to Printer, ALPHorn
12/7/2023	1:30-3:30	Curriculum committee
12/22/2023		Mail Copies, ALPHorn
12/27/2023		Delivery to Members, ALPHorn
1/11/2024	9:30-12:00	Spring Semester Preview
1/25/2024	1:30-3:30	BOD Meeting
2/1/2024	1:30-3:30	Curriculum committee
2/22/2024	1:30-3:30	BOD Meeting
3/7/2024	1:30-3:30	Curriculum committee
3/28/2024	1:30-3:30	BOD Meeting
4/4/2024	1:30-3:30	Curriculum committee
4/4/2024		Input to Editor, ALPHorn
4/11/2024		Draft to Proofreaders, ALPHorn
4/22/2024		Final to Printer, ALPHorn
4/25/2024	1:30-3:30	BOD Meeting

5/2/2024	1:30-3:30	Curriculum committee
5/9/2024		Mail Copies, ALPHorn
5/12/2024		Delivery to Members, ALPHorn
5/23/2024	1:30-3:30	BOD Meeting
6/6/2024	1:30-3:30	Curriculum committee
6/7/2024		Annual Meeting
6/27/2024	1:30-3:30	BOD Meeting