

UConn-ALP Board of Directors
Meeting Minutes
Sept 28, 2023

The meeting was held in person in the board room. **Present:** Jenny Gaines, Tom Gworek, Beth Horlitz, Bob Hewey, Kim Hunt, Steve Law, Ruth Mitman, Agnes Pier, Dougla Pyrke, Carol Simpson, Ann Winship, Bob Ziegenhagen.

The **minutes from the August 24 meeting** were accepted with several amendments. Rather than listing the amendments, I append the revised minutes with changes highlighted.

Agnes had no **co-chairpersons' report**. Kim reported that he is still collecting photos to embellish the web site. Please continue to take and submit photos.

For the **treasurer's report** Bob H saw little activity in August, but he has already seen plenty in September. Our 2023-24 budget of \$3600 in donations is optimistic but achievable. Ruth Mitman offered to send a note to each donor, using a package that Jenny will provide her, including ALP letterhead.

Bob H told us that a number of presenters have not cashed their checks. Should we follow up with them? For the benefit of new board members, the board explained that every presenter has a coordinator assigned. The coordinator for a given presenter will handle all correspondence with the presenter, including a letter (or email, if appropriate) of appreciation, and, if necessary, a note to ask whether the presenter intends to cash their check. Kim explained that the treasurer will not send the check, the administrator will send it.

Jenny gave the **Administrator's report**. For the fall term we have 196 registrations, 101 of them Seabury residents, registered for seven courses on average. Forty free semester invitations were sent, and we've enrolled five of them who responded to Agnes's letter. In addition, there are quite a few new people registered who have never enrolled before.

The membership committee is assessing whether to offer free semesters in spring 2024, and to that end they are counting new attendees who accept the free-semester invitation. Steve moved to end the counting at the end of October and make the decision then whether to repeat the experiment for spring 2024.

Discussion veered to the question of how a lack of classes on Zoom affected enrollment. We noted that in person attendance is higher now, but some attendees have said that they hear better on Zoom. Discussion veered from there to the coordinator's responsibility

that each presenter understands the best use of the mics. Steve's motion was tabled until the next meeting.

Bob Z. presented the **Webmaster report**, saying that he has updated all the courses on the calendar. He added that photos on the site are too low resolution, no doubt in an unnecessary effort to keep storage usage down.

ALPHorn. Carol reported favorable comments on the new ALPHorn logo. We had ordered 1000 copies of the fall 2023 issue, and Agnes asked for 200 more. Agnes explained that for the summer issue, circulation should be only 1000. For the fall and spring, it should be 1200, including copies for outside distribution. Jenny estimated that 480 copies need postage. Carol added that we already have two volunteers to do book reviews for the spring issue, and several people said how much they liked them. Steve forwarded an idea from the membership task force, to add a QR code to the ALPHorn.

Curriculum committee, Beth reporting. Twenty-seven courses are approved for spring 2024. (Tom estimated that will result in 25 courses.) Beth reporting. No more than 27. Half of the proposals are in. The deadline for listing them in the ALPHorn will be in early November, but the dates have not been specified. Kim added that the spring semester is longer than the fall, so spring can accommodate more courses than fall.

Events and membership: The fall social will be October 17, with Ann and Jenny responsible. Tom added that the presenter is ready to hold his popular film course scheduled that afternoon before the social. Ann is organizing food. The program is in Heritage Hall. By consensus we decided not to hold a raffle like last year's. When Ruth asked how we marketed the social, we reached consensus that one announcement at the preview meeting is not enough. Jenny will send an e-blast out today and ask for an RSVP. She will also send cards to Seabury residents.

Bylaws task force: Agnes made the potential changes very easy to understand, and Dougla has pointed out that we have evolved from a member-run organization into a board-run organization. Changes will not take effect until after the annual meeting.

Membership task force: The first meeting of the membership task force was a brainstorming session. We came up with a page worth of ideas. The ideas range from adding a QR code to every printed and online promotional material, to posting on Meetup.com, to putting notices in alumni magazines of local colleges. Davida provided a group of well-thought-out ideas about reaching congregations and underserved communities. We will be refining the ideas, researching them for feasibility, and prioritizing at our next meeting, probably in late October or early November. (The day after this meeting, he scheduled the task force's second meeting for October 9.) Steve is looking for more volunteers for this task force, and Kim and others will help.

Visual montage task force: As noted above, Kim and the task force continue to add photos to the web site.

New business. Board members must submit their conflict-of-interest disclosures.

Tom stated that hybrid presentations are technically difficult. He and Beth have received “a ton of emails, and everybody had a lot of good ideas”. Coffee and water at course meetings are too costly to reintroduce.

Ruth noted that our November meeting will be on November 30th, the fifth Thursday, and there will be no December meeting.

The meeting was adjourned at 3:09 pm.

Respectfully submitted,
Steve Law

Appendix 1.

Uconn-ALP Board of Directors
Meeting Minutes
August 24, 2023

The meeting was held via Zoom. **Present:** Jenny Gaines, Tom Gworek, Beth Horlitz, Kim Hunt, Steve Law, Errol Matzke, Agnes Pier, Dougla Pyrke, Ann Winship, Bob Ziegenhagen.

The **minutes** were amended to change “The promised raise in pay for the administrator” to “The proposed raise in pay for the administrator.” The minutes were accepted as amended.

Agnes presented the **co-chairpersons’ report**. We have new dates for the fall social, and we will discuss them under new business. **Marc Zirolli** gave the names of the forty new Seabury residents to Agnes, so she promptly sent them welcome letters telling them how they can join ALP. They are invited to mail in registrations, which we will then add to our emailing list. We will follow up with an email blast to those who have not registered, as a reminder. If anyone other than a new resident wants to sign up using the free semester offer, Marc Zirolli must approve it. By the way, all courses will be available online.

Kim presented a procedural issue, namely that the payments to Jenny have to go through Kim. Jenny reports to the board through him because reporting through Agnes would constitute a conflict of interest. He noted that we pay Jenny by the hour but the supervision is not at the hourly level. Kim will discuss with Errol the level of detail for Jenny’s time reporting.

For the **treasurer’s report** Errol presented his final for 2022-23 and found that the outcome was more successful than he expected. The projected increase was mainly due to the increase in fees. The free semester offer counts as neither income nor expense.

Jenny gave the **administrator’s report**. The database uploads went successfully, and the online database conversion is now visible on the website, so people can see it and get to know it. The ALPHorns were all mailed out on time. We need 3 volunteers to sit at the registration table for the semester preview, starting about 9:15,

Concerning the fall preview meeting, Jenny has contacted everybody at Seabury, and Ann says that she will coordinate with Jenny. The caterer should be there early, at 9:15. Kim and Ann will ensure that everything is moving. This will be in person in the chapel for all members. If any presenter cannot attend in person, they can join by Zoom.

We will have 2 computers going for that purpose. Members will check in for three reasons: (1) in case they want to register, (2) to add them to the list of name and email, and (3) because the people getting the free semester are being specifically invited. We could add another reason, that 45% of our membership like to write checks.

Webmaster report by Bob Z. The website has been updated with everything it needs, especially all the new courses. It has had **208 visitors**, down from 323 last year. The vast majority of our page visits, 80%, are automated search tools (bots and spiders), but, **excluding those**, we had a total of **2067** page views in July.

For the archives Errol provided minutes and web pages from 11 years back, along with legal documents. It's under About ALP, under Archives. The group was impressed by the wealth of history that is available.

Bob Z. updated **the registration fees on** all pages from fifty-five to sixty dollars. One person registered for \$55 before the pages were updated.

Tom and Beth reported for the **curriculum committee**. Not until Sept 7 will they start to look at individual courses for spring 2024. Since spring is the longer semester, they aim for 25-27 courses. Kim asked for the curriculum committee to name a camera person to provide the start of a gallery.

For this fall, we have a new AI program. Martha Reingold will be canceled due to her health. Ann will follow up for fall social, including acting as greeter at the door.

Events and membership: The fall social will be 3:00-5:00 on a Tuesday in October, as usual. **We agreed on a date of October 17 for it, because that would immediately follow what we expect to be a popular course on that date.** However, October 17 is contingent on Seabury administration's approval, including their ability to cater it. Ann will get confirmation from Seabury.

In the past, the fall social has been free for members; it will take place in the terrace room outside the chapel. Wine, other drinks, and finger foods will be served. We will hand out a flier for it at the preview meeting.

Jasmine is in charge of the Seabury newsletter. Next meeting will be in person Sept 28.

Bylaws task force: Dougla, Ruth and Agnes went through the bylaws, with Bob Ellis helping. Most of the changes stem from ALP changing from a membership driven to a board driven organization. The proposed bylaws changes will be distributed before the next meeting. One of them is voting procedures. Note that the bylaws allow voting by proxy. Others are officers and their term lengths. There might be a need for adjustment, especially for treasurer or secretary. Bob Elis put together the diagram showing all the committees and officers.

Membership task force: Steve just sent out a meeting scheduling template for available dates. Beth is no longer on the task force.

Visual montage task force: Kim had no progress to report. We are all encouraged to take photos of courses and store them on alpcurriculum@gmail.com.

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

Errol moved to Increase Jenny's pay by \$1 an hour (to \$21 an hour), effective to July 1. Tom seconded, and the motion passed.

The meeting was adjourned on a motion by Ann (Errol seconding), 2:54 pm.

Respectfully submitted,
Steve Law