

# Uconn-ALP Board of Directors

## Meeting Minutes

Oct 26, 2023

The meeting was held in person in the boardroom. **Present:** Jenny Gaines, Beth Horlitz, Bob Hewey, Kim Hunt, Steve Law, Agnes Pier, Dougla Pyrke, Carol Simpson, Bob Ziegenhagen.

The **minutes from the September 28 meeting** were accepted with one amendment. The administrator's report on free semesters was amended to read, "Forty free semester invitations were sent, and we've enrolled five of them who responded to Agnes's letter."

Agnes gave her **co-chairpersons' report**. (1) Her workload has overwhelmed Jenny, since she needs to attend every class as well as supervising administration and the ALP-Horn. To alleviate her work, Steve agreed to take over the agenda process. Bob offered to be trained on the sound system, obviating the need for Jenny at certain classes. (2) See the item under new business regarding the Board meeting calendar.

Kim has published his third book of poetry, a coffee table size book. For a donation to ALP in his name of \$25, it is available to anyone interested.

Bob H submitted the **treasurer's report**. The monthly activity report shows \$1115 of donations, but some of that is hike insurance since the database did not identify insurance separately. The correction is in progress, and the registration page will change to make hike insurance clear. We clarified which invoices go to which budget line. Bob H said that he will expect notice in advance of receiving each non-recurring invoice, order, or receipt and failing that, he will ask for help to identify it. If he receives an invoice that he cannot identify, he will send it to all board members so the appropriate person can validate the expense and identify the area to be charged. Whenever Budget Printers sends a bill, Bob H puts it under office supplies. He also pointed out that the hike insurance bill comes in the spring, \$450 for a maximum of forty people in each semester.

Jenny gave the **administrator's report**. In September Steve made a motion to end the free semester offer at the end of October. The decision is tabled until November.

We now have 223 members, paid up, for fall. That is more than last fall. The number of free semesters requested, out of a total of 40 offered, stands at five. One couple received the free semester offer but decided to pay instead. Of course, we have many more than five new members.

The turnout has been very good, except for the forty out of an expected seventy-five for Wallace Stevens. Technology worked “wonderfully” for Howard Sprout’s recording of the Brahms course for a Zoom presentation. A few of our presenters didn’t speak clearly enough for the whole room to hear. That’s not so much of a problem in person, because Jenny can interrupt the presenter. But in Zoom presentations, she can’t. As for course reviews, we do not expect reviews from all attendees any more. The review answers were too generic to use. People can send emails with reviews of courses to the curriculum committee.

Jenny showed our new QR code, which will go on all communications.

Bob Z. presented the **Webmaster report**. Unfortunately, the process we use to import photos using minimal storage puts low resolution graphics on the website. Bob Z agreed that Carol will send him the file of all photos that have been sent to me, in their original size. He will work with the photos. Bob Z then will edit each picture, adding a caption, and he and Carol will collaborate on putting the montage together.

**ALP-Horn.** Carol, Managing Editor, and Bob Z, Design Editor, presented the page allocation for the spring ALP-Horn. It will be, like the fall issue, twelve pages long.

Spring preview meeting (January 11, 2024). In case of bad weather, Zoom	1 page	Beth asked Tom will write it.
Curriculum and new members	5 pages	The curriculum committee transmits their information to Jenny, who formats and prepares the curriculum pages. Jenny sends them to Carol. As for new members, Jenny offered to provide these names. You could add it to the section on Curriculum
Registration	2 pages	Standard format
Day of the week recap	1 page	Standard format
Book reviews	1 page	Alice Cruikshank and Alice Gitchell
In memoriam Ivan Backer	1 page	Carol writes the memorial
Back page	1 page	Mailing, contact info, and Kim offers his poetry volume in return for a donation to ALP.

Copy is due by November 15, and delivery to the post office on December 27.

**Curriculum committee**, Beth reporting. The curriculum for spring 2024 is now final.

**Events and membership:** Several members questioned whether a spring social would be worth the expense, given that the annual meeting will soon follow. The consensus of the Board was not to hold a spring social.

**Bylaws task force:** No report

**Membership task force:** Steve presented a list of ten ideas for membership development, of which the task force is pursuing six and we needed to consult the board on the other four. Discussion centered on this one: "Suppose a nursing home or congregate living facility wants to offer ALP to all their shut-ins. We can, for the same \$60, allow the facility to set up a smart TV that can display each course meeting to any shut-in there who wishes to attend. There would be no distinction among types of membership, but institutions could be members." By consensus, the board put the top priority on this suggestion and asked Steve to have the task force submit a proposal. Members asked the task force to safeguard against the risk that some people might attend showings in institutional settings instead of becoming members on their own.

Second, the board asked Steve to have the task force find out the costs and time needed to go on the meetup.com platform.

Third, Jenny reported that we could print 1000 glossy cards with a full color ad for ALP for \$201, or 2500 for \$396. The distribution would include health fairs, libraries, town senior centers, and wherever seniors congregate. This is not a high priority.

Beth will ask Libby Merrow to write an article for the Windsor Journal and Bloomfield Messenger.

**Visual montage task force:** Kim reported that our goal is to have a significant inventory of pictures in a montage that could run about thirty seconds and include music and voiceover. It would be linked from the website. Carol could do the voiceover, and Bob Z will link to it from our website.

**New business.** The conflict of interest disclosures have been submitted.

Agnes proposed that the calendar of regular board meetings be reduced to eight months, with potential Zoom meetings in the other months. The schedule will be September, October, November (on November 30 this year), January, March, April, June, and August. In November we will form a task force to submit nominations. If someone needs a meeting outside those dates, they are to email everyone by the Thursday before the requested meeting. Monday will be the cutoff for sending out all the materials.

The meeting was adjourned at 3:18. Topics tabled until January: Free semesters and hybrid classes. If you have more topics to add, send them to Kim, Agnes, and Jenny.

Respectfully submitted,

Steve Law