### UConn-ALP Board of Directors

### Meeting Minutes

### April 25, 2024

The meeting was called to order online via Zoom at 1:03 pm.

**Present:** Jenny Gaines, Tom Gworek, Beth Horlitz, Bob Hewey, Kim Hunt, Steve Law, Errol Matzke, Agnes Pier, Dougla Pyrke, Carol Simpson, Ann Winship, Bob Ziegenhagen.

Ann (Tom seconding) moved to **approve the minutes.** Carol offered three amendments, and the Board voted to approve them as amended. Steve will share the amended minutes with Kim and Agnes.

**Agnes made** **announcements.** Steve will not be present at the Board meeting on May 23, nor the Annual Meeting on June 6. Agnes will also not be present at the next Board meeting, nor will Bob Z or Carol. Jenny agreed to provide Zoom recordings of those meetings, so that Steve can write the minutes when he returns.

Kim submitted his summary of last year by email. Kim and Agnes have planned the annual meeting and the Board will review any remaining details at our meeting on May 23. Note: I have highlighted items that the Board tabled for a future meeting.

Bob H submitted the treasurer’s report. In discussion with the Board, he made some changes to the FY24 and FY25 projections. They include adding an unpaid $841 insurance bill, increased costs for hikes insurance and bonding, and additional costs for software and website hosting. The Board also discussed but tabled two matters:

Proposed changes to our database and web consultant’s remuneration (executive committee to submit a proposal at the June meeting), and

Stipends for instructors (September meeting).

Agnes will meet with Kim during the summer to discuss the administrator’s time sheet process. Bob H showed the resulting changes on Zoom, and Ann moved (Bob Z seconding) to approve the 2025-26 budget for presentation at the Annual Meeting, and it passed. Bob will write new commentary and send it out with the budget.

Jenny gave the **administrator’s report.** ALP has 228 paid members at this moment. Members have given very positive feedback on their courses. Even better, we see more people joining during the semester. Members ask for more hybrid sessions. We discussed the pros and cons of hybrid meetings and thanked Ann and Errol for coffee.

Agnes, on behalf of Bob Z, presented the **Webmaster report**. The report is similar to last month’s, but traffic is in a seasonal dip now. The number of pages served was 2800, compared to 2600 last year. Our excellent programming accounts for the rise.

**ALP-Horn.** Carol presented the contents of the packet that we will send out to members for the Annual Meeting. According to the bylaws, it is to go out no earlier than May 6 (or May 7, which is 30 days before June 6), and no later than May 23. The Board has already approved the financial report and will today approve a slate and the bylaws for presentation at the annual meeting. This allows for a week lag for Budget Printer to deliver hard copy of the packet.

To that end Kim moved (Bob H seconding) to approve the slate of officers. It includes John Dixon to co-chair the Curriculum Committee. The Board reviewed and approved the slate for presentation at the Annual Meeting.

The Board received the bylaws recommendation by email before this meeting. Kim (Ann seconding) moved that we approve the bylaws as emailed. The Board voted to approve them for presentation at the Annual Meeting. Budget already approved. Needs to go on April 29, not ready until May 6. That’s 31 days to put in cubbies and in mail, 2 weeks to pay. Carol will send contact info to Jenny.

Vote On bylaws,budget, and slate. Jon Dixon, curriculum committee,

**Events and membership:** The agenda is final, and the Board reviewed and approved the head table and order of events. Rev. Dr. Shelley Best will be the keynote speaker.

**Curriculum committee**, The spring semester was a great success with 33 total sessions, including seven popular Zoom courses. The committee will look into a reprise of the industrial revolution course, keeping in mind any copyright limitations. We do not broadcast our courses—we make them available only to paid members. Copyright?

Steve reported for the **Membership task force.** We have billed Seabury and Immanuel House and received nothing but positive reviews. As soon as the online classes are fixed, in July, we will forward the list to our clients and approach new prospects. We propose to increase the emphasis that Seabury’s welcoming/hospitality committee places on UConn-ALP.

There being no **new business,** the meeting adjourned at 2:33 pm. The next meeting is scheduled at 1:30 on May 23, 2024.

Respectfully submitted,

Steve Law