

Academy for Lifelong Learning

2017 – 2018

Annual Report



May 22, 2018

10:00 a.m.

**Lorusso Technology Building
2nd floor, Atrium**

**Academy for Lifelong Learning
Annual Meeting – Tuesday, May 22, 2018
Agenda**

- I. Welcome and Introduction of New Board Members
- II. President's Report
- III. Vice President's Report
- IV. Treasurer's Report
- V. Committee Reports:
 - Finance
 - Communications
 - Curriculum
 - Hospitality
 - Long-Range Planning
 - Policies & Procedures
 - Special Events
 - Nominating
- VI. Adjournment

Report from the President 2017-2018

This has been another very interesting and rewarding year for me. It has been my privilege and honor to serve as president for the past two years. I am fortunate that the by-laws allow me to remain on the board for an additional year as Immediate Past President, in which role I hope to be as helpful and supportive to Judy Roettig, the incoming President, as she has been to me this entire year.

One area getting attention was our relationship with Cape Cod Community College. Very soon we expect to execute the new 2-year License Agreement that governs our occupancy of our space at CCCC. The college is anticipating State funding for a new science building and lecture hall, which structures would replace the buildings adjacent to A.L.L.'s current space. While we fully expect that A.L.L. will be based at CCCC well into the future, we also expect some temporary disruption would result from the demolition and construction. Our ability to rent space at Bridgewater State University-CC in South Yarmouth, such as we are doing again this coming semester, will allow us to continue operating smoothly.

We also looked at ways to broaden our engagement with the college. For some time we have supported the college's Educational Fund via the two \$2,500 scholarships that we fund. We are also discussing the idea of a collaborative event in January 2019, possibly on inter-generational issues, which could be beneficial to both our organizations. In addition, as a service to our members and as a gesture of good will to the college, the board voted to partly subsidize the college's student subscription to the New York Times, under which we get several copies delivered to A.L.L. for member use.

There were several organizational matters of note. Earlier this year, in March, Dr. T. Berry Brazelton passed away. Berry had been on the board for only a year, 2016 - 2017, but was absolutely crucial to the success of the Winterim event he and Lili Seely organized in January 2017. Also in March, Lew Taylor resigned from the Chair of Curriculum and the Board, though Lew remains on that committee. Lew named Miriam Kronish to replace him as Chair of Curriculum, so we were delighted to vote Miriam back on to the board. Jackie Faulhaber has headed the Registration team for several years. The board voted to move this team out from under Curriculum, on our org chart, and transform it into a "Special Committee" which will report directly to the president. Jackie will continue to lead that team as Chair and is also joining the board, so we will have even better access to her expertise and experience.

This July, we will lose the talents and capabilities of those directors whose 3-year terms are expiring: Mike Pigo-Cronin as Secretary; Lee Pledger as chair of Communications; and Dr. Ray Partridge as a director-at-large. On behalf of the Board of Directors, I thank each of you for your continued enthusiasm, support, and many contributions to A.L.L.

The Nominating Committee, under chair Tim Maguire, identified four new members for our board, though one recently stepped away. We are pleased to welcome Jackie Faulhaber, Noelle Howland (both of whom are returning to the board), and Rona Robinson. We are still finalizing committee assignments and responsibilities, though Noelle has agreed to be our Board Secretary.

As I have said on prior occasions, I am regularly pleased and amazed by the breadth, depth, and quality of A.L.L.'s activities and offerings and I again thank all the members and especially the volunteers who helped make this another successful year.

Jim Lathrop, President

Report from the Vice President for 2017-2018

The Vice President, in the absence of the President, performs all duties of the President subject to the restrictions upon the President, as stated in the Bylaws. In addition, the Vice President works closely with all Standing Committees on the recruitment and retention of members.

Annually, the A.L.L. Vice President hosts a New Member Orientation at the beginning of each semester. Board Officers and Chairs sit with new members to inform and answer their questions. Chairs share their committee's responsibilities with attendees (Hospitality, Long Range Planning, Finance, Special Events, Curriculum, Communication, Registration, Policy and Procedures). Skills needed are highlighted with new member attendees for committees with openings.

Each attendee receives an informative Orientation Handbook that includes;

- Information about The Academy of Lifelong Learning
- Semester start/finish dates plus upcoming special event/lecture dates
- Maps of the College campus
- Board contact information
- Committee Volunteer Form, and
- New Member Survey provided by the Long-Range Planning committee

The intent is to welcome new members to the supportive and hospitable A.L.L community. The New Member Orientation Handbook is posted on the A.L.L. website and new members are asked to verify their email address to receive the monthly ALLways newsletter.

This year the Academy welcomed approximately 90 new members. Over the year interested new members volunteered as committee members and class Coordinators.

Membership and Volunteer recruitment was identified as a high priority in A.L.L's Three-Year Strategic Plan. Each committee is identifying needed skills and knowledge for new committee members. The following A.L.L. committees need volunteers with any of the specific skills listed below:

- Finance – QuickBooks, accounting, banking and/or finance;
- Communications – Constant Contact, communication/marketing plan development including member and prospective member communications i.e., newsletter, website and social media design and upkeep;
- Policies and Procedures – Working with standing committees to review and revise existing Policies & Procedures manuals;
- Special Events – Event and trip planning, and graphic design.

Judy Roettig, Vice President

Report from the Treasurer 2017-2018

Although the current fiscal year does not officially end until June 30, I think I can safely predict that your organization will finish the year in a healthy financial condition, ready to face whatever challenges may lie ahead.

Thanks in no small part to the fact that the Coordinators of some of our most popular courses undertook to offer “double sessions” in one or both semesters, fewer members were so disappointed, leading to fewer requests for refunds of Membership Fees. Adding space at the Bridgewater State U Cape Cod campus in Yarmouth meant that we were able to offer a broad spectrum of courses despite a modest reduction in space availability at CCCC. As a result, Membership Fees this year totaled \$118,005, almost a three percent increase over last year.

As of April 30, 2018, total revenue for the year stood at \$124,093.27. This side of the picture is virtually complete; the second semester is over, and there is just one more Special Event scheduled before June 30.

Expenses are not quite as close to being finalized; however, at this point it appears they will come in with a noticeably positive variance to what had been budgeted. In part this is due to the facts that - a. we did not put on a major Winterim program this past January, and - b. we did not have as many Special Events as was anticipated, due to apparent lessening of enthusiasm among the membership for these types of activity.

Finally, it is noteworthy that in early April we acquired an upgraded copy machine and that, although this machine has increased functionality – including the ability to collate and staple multiple copies of a multi-page document – the acquisition cost was 20% less than what we paid for the old machine in 2009.

For those with more than a passing interest, attached are:

1. A report showing the current year revenue and expenses through April 30, 2018 vs Budget (EXHIBIT A); and
2. The balance sheet as of April 30, 2018 (EXHIBIT B)

Kirk Young, Treasurer

Academy of Lifelong Learning of Cape Cod, Inc.

EXHIBIT A - Revenue & Expense

REVENUES	7/1/2017 - 4/30/2018	Full Year Budget	YTD Percent
Membership Fees	\$ 118,005.00	\$ 115,000.00	102.6%
Other Revenues			
Donations/Contributions Received	\$ 121.00	\$ 1,500.00	8.1%
Interest Income	\$ 2,139.27	\$ 3,250.00	65.8%
Special Event Revenue	\$ 3,614.00	\$ 13,000.00	27.8%
Miscellaneous	\$ 214.00	\$ 250.00	85.6%
Total Other Revenues	\$ 6,088.27	\$ 18,000.00	33.8%
Total Revenue	\$ 124,093.27	\$ 133,000.00	93.3%
EXPENSES			
Curriculum Expenses			
Registration	\$ 1,858.87	\$ 2,000.00	92.9%
Coordinators' Allowances	\$ (175.00)	\$ 250.00	-70.0%
Coordinators' Luncheon	\$ 1,444.50	\$ 2,000.00	72.2%
Other Coordinator Expenses (Handbook)	\$ 422.38	\$ -	
Catalog Printing/Mailing	\$ 11,555.74	\$ 10,500.00	110.1%
Class Supplies	\$ 604.71	\$ 400.00	151.2%
Total Curriculum	\$ 15,711.20	\$ 15,150.00	103.7%
Special Event Expenses			
Annual Banquet	\$ 1,610.92	\$ 2,000.00	80.5%
Winterim	\$ (42.97)	\$ 5,250.00	-0.8%
Lecture Series	\$ (6.46)	\$ 500.00	-1.3%
Other Events/Trips	\$ 2,354.68	\$ 6,900.00	34.1%
Total Special Events	\$ 3,916.17	\$ 14,650.00	26.7%
Reflections	\$ 4,400.55	\$ 3,600.00	122.2%
Hospitality			
Mixer	\$ 486.47	\$ 600.00	81.1%
1st-Week Snacks	\$ 1,608.75	\$ 1,800.00	89.4%
New Member Orientation	\$ 987.40	\$ 250.00	395.0%
Holiday Party	\$ 263.98	\$ 200.00	132.0%
Water Cooler & Candy	\$ 185.82	\$ 150.00	123.9%
Total Hospitality	\$ 3,532.42	\$ 3,000.00	117.7%
Contributions Made	\$ 7,026.00	\$ 6,450.00	108.9%
Office Expenses			
Staff Expense	\$ 35,299.90	\$ 55,595.28	63.5%
IT		\$ 2,850.00	0.0%

Office Supplies	\$ 863.35	\$ 1,670.00	51.7%
Office Copier	\$ 964.86	\$ 1,900.00	50.8%
Other Office Equipment	\$ 647.72	\$ 100.00	647.7%
Off-site copies	\$ 32.08	\$ 3,000.00	1.1%
Postage	\$ 135.12	\$ 500.00	27.0%
Board Expenses	\$ 568.13	\$ 750.00	75.8%
Total Office Expense	\$ 38,511.16	\$ 66,365.28	58.0%
License, Legal & Professional	\$ 4,034.78	\$ 6,588.50	61.2%
Advertising & PR			
Member Communications	\$ 992.07	\$ -	
Media Advertising	\$ (140.00)	\$ 500.00	-28.0%
Constant Contact	\$ 926.33	\$ 546.00	169.7%
Web Site	\$ 206.87	\$ 400.00	51.7%
Total Adv & Promo	\$ 1,985.27	\$ 1,446.00	137.3%
Fixed Charges			
Space Rental	\$ 11,820.40	\$ 12,334.40	95.8%
Insurance	\$ 3,880.00	\$ 5,000.00	77.6%
Total Fixed Charges	\$ 15,700.40	\$ 17,334.40	90.6%
TOTAL OPERATING EXPENSES	\$ 94,817.95	\$ 134,584.18	70.5%
NET OPERATING REVENUE	\$ 29,275.32	\$ (1,584.18)	

Academy for LifeLong Learning of Cape Cod, Inc.

BALANCE SHEET

As of April 30, 2018

EXHIBIT B

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Operating Account	35,805.13
1015 Memorial Fund Checking A/C	7,769.47
1020 Money Market Account	115,876.40
1030 Scholarship--In House (Cape Cod 5), a/c 0439505910	0.00
1050 CD'S/TD's	
1056 CBCC 3-year CD 2017-2020	30,288.48
10582 Rockland Trust 18-month CD	54,266.64
10612 CBCC 9-mo C/D	50,130.72
10622 CC5 13-mo CD	31,801.58
Total 1050 CD'S/TD's	166,487.42
Total Bank Accounts	\$325,938.42
Other Current Assets	
1080 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$325,938.42
Fixed Assets	
1520 Various Equipment & Furniture	
1521 Original Cost	21,945.00
1522 Accumulated Depreciation	-21,945.00
1523 Fixed Asset Copiers	3,350.00
Total 1520 Various Equipment & Furniture	3,350.00
1530 Audio Visual Equipment	
1531 Original Cost	43,700.00
1532 Accumulated Depreciation	-26,219.90
Total 1530 Audio Visual Equipment	17,480.10
1600 Accumulated Depreciation	0.00
Total Fixed Assets	\$20,830.10
TOTAL ASSETS	\$346,768.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,536.19
Total Accounts Payable	\$1,536.19
Other Current Liabilities	
2020 Loans from Officers	0.00
2030 Loans from Others	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$1,536.19

	TOTAL
Total Liabilities	\$1,536.19
Equity	
3000 Net Equity	316,453.59
3200 Opening Balance Equity	0.00
Net Income	28,778.74
Total Equity	\$345,232.33
TOTAL LIABILITIES AND EQUITY	\$346,768.52

Report from the Finance Committee for 2017-2018

Committee Members: Judy Roettig, Chair; Kirk Young, Treasurer; Alan Berger; and Joe Gill.

The Finance Committee works with the Treasurer on creation, monitoring and approval of the Annual Budget by the Board of Directors. The Treasurer will make more succinct comments on this year's budget results.

Working with the Treasurer the committee also;

- Assesses budget variances, market trends including current financial stability and future financial needs;
- Advises and reviews A.L.L.'s investments and strategy;
- Maintains best accounting practices as defined in governance documents;
- Reviews monthly financial reports prepared for the Board of Directors.

The committee is focusing on the future needs of A.L.L to maintain membership and financial stability as outlined in the new Strategic Plan. This year, working closely with Treasurer Kirk Young, the committee continued to refine and review current Policy and Procedures, and potential Bylaw changes. A high priority is Board and Committee member recruitment based on needed specific skills.

Members of the Finance Committee (Judy Roettig and Joe Gill) worked closely with President Jim Lathrop on the renegotiation of A.L.L's License and Memorandum of Understanding with College President Dr. Cox and Lisa Kopecky, V.P. of Finance and Business. The License is being reviewed by the College's attorney and will be signed this month. The intent of the License is to establish a mutually beneficial relationship with the College serving our education instructional needs.

Cape Cod Community College provides degree track education, workforce and professional development training. College enrollment is declining as is State funding. Funding for a new Science Building and Lecture rooms is proposed but not yet approved by the Governor. If approved, it might impact A.L.L temporarily in 2019/2020. A.L.L would maintain our classroom/office space but if needed move one classroom temporarily to alternative space on the College campus. A.L.L continues to utilize classroom space at Bridgewater State, Cape Cod during the Fall semester.

Treasurer Kirk Young's 3-year term expires in 2019. He is doing an exemplary job on A.L.L.s behalf. The committee is also looking for more members. Skills needed include;

- Work experience - Financial, Banking, Investment, NFP Board member
- Ability to read and/or create financial reports, audits, budgets
- Ability to communicate financial status to members (spoken or in writing) and work collaboratively with Board, College and other Committees
- Knowledge of QuickBooks software, best accounting and reporting practices
- Diverse perspectives welcome
- "Big Picture" thinkers
- Computer, printer and email access at home

Judy Roettig, Finance Committee Chair

Report from the Communications Committee 2017-2018

The role of the Communications Committee is to promote the mission and values of A.L.L. to membership, volunteers, coordinators, and the public, using the media best suited to the message. The committee's objectives are to: (1) promote awareness of A.L.L. benefits to all members; and (2) encourage participation in the courses, events, and volunteer opportunities that enrich and sustain the A.L.L. community.

Kerry Arnett is the Office Administrator, working effectively and efficiently with the Board and committees. She is responsible for the production, distribution and updates of the communication vehicles made available to members.

Jackie Faulhaber directs registration with a loyal group of volunteers and demonstrates a high value for member satisfaction, accuracy, and consistent communication throughout the process. Jackie is a past coordinator.

Barbara Leedom is the editor of the A.L.L. newsletter, *ALLways*, which features news about our events and articles about members that both inform and strengthen our sense of community. Barb is a regular A.L.L. coordinator.

2017-18 Communications Committee Update:

- A policy was established to regularly feature members and volunteers in the newsletter throughout the year, along with our monthly commitment to showcase a coordinator. Thanks to the Board and other members for their articles.
- The Q&A piece developed for desk volunteers last year was integrated into a formal training program this fall, thanks to Jackie Faulhaber and Chris Johnston.
- Per policy, all widely circulated communication pieces were reviewed by the Communications Chair, including handbooks, catalog, and newsletters.
- Our outreach efforts took hold this year with Lee Pledger, Jim Lathrop, and Lew Taylor making A.L.L. presentations for multiple collegiate and service groups. This activity is now being tracked and documented as an ongoing strategy.
- A one-page flyer developed by Leslie Mathis was used extensively for outreach activities this year and is being further enhanced for that purpose.
- A.L.L. was featured in Cape Cod Media's *Primetime* magazine's article on adult learning, with Jim Lathrop and Judy Roettig as interviewees.
- For the third time, A.L.L. won a raffle for a one-page *CC Times* public service ad.
- The Academy was invited to have a table alongside Cape Cod Media at their popular and well-regarded One Day University on June 24th.2018.
- "Staying in Touch" for members is being produced monthly for the 3rd summer.

I have enjoyed being on the Board and chairing this committee, along with being a registration and desk volunteer. Thanks to Kerry, Jackie and Barb for their communication contributions and to all members for their feedback and support.

Lee Pledger, Communications Chair

Report from the Curriculum Committee 2017-2018

The Curriculum Committee is pleased to report that we have presented a total 125 courses during the Fall 2017 and Spring 2018 semesters. The topics included: arts and culture, current events, film, music, drama, health and wellness, history, language, law and government, literature, personal interest, philosophy and religion, science, sports, writing and rhetoric. The courses were held mainly on the campus of Cape Cod Community College in West Barnstable, but also at the CCCC Downtown Hyannis campus, Mashpee Senior Center, and at Bridgewater State University in South Yarmouth.

In September 2017 and January 2018, the Curriculum Committee held coordinators' luncheons and technology orientation sessions for coordinators prior to each semester. We thank Nancy Weida for teaching our coordinators how to integrate technology and use the podiums at our various locations.

The members of our committee are:

Mike Baker – Scheduler

Henry Tamzarian – Catalog data entry coordinator and liaison to other committees

Nancy Yee – Editing and entry of dates in catalog

Lew Taylor – Outreach and Communication with coordinators

Richard Stewart – Outreach and Editing

Miriam Kronish – Chair and Catalog Distribution coordinator.

During the school year we meet weekly on Thursday afternoons from 2:00 – 4:00 p.m. in Lorusso 114. Our meetings consist of interviewing new coordinators, entering and editing catalog information, scheduling classes, and encouraging members of the Academy for Lifelong Learning to become new coordinators.

Our work has become much more efficient and basically paperless thanks to Henry Tamzarian's coordinated efforts. We are now meeting with members of other A.L.L. committees and look to the future to plan our next steps. It has been an honor to work with my Curriculum Committee colleagues.

Respectfully submitted,

Miriam Kronish, Curriculum Committee Chair.

Report from the Hospitality Committee 2017-2018

Committee members: Dianne Tattersall, chair; Noelle Howland, Beth Thayer, Kate Lathrop, Ellie Petrocchi, Grace Sweeney, Aimee Silberman, Elaine Horne and Sue Berlandi.

The A.L.L. hospitality year began with registration in August; coffee, tea, water and pastries were available in the A.L.L. lobby all week as well as the first week of fall semester classes.

The New Member Orientation was held on Wednesday, September 10th, at 10 am in the Atrium of the Lorusso Tech building. Pastries, hot beverages, and bottled water were made available. At noon, the annual fall semester coordinator's luncheon was held: lasagna, salad, rolls, cookies and soft drinks were available. All food for the above events was prepared by Unidine, the college food service.

The Back to School night had to be rescheduled from September 18 to October 2 due to some wild weather. A variety of appetizers were brought by the Hospitality Committee and Board of Director members. Beer, wine, cider, lemonade, and bottled water were available. Approximately 70 people attended this successful event.

The Board of Directors' retreat was held on the Bridgewater Campus in Yarmouth on Wednesday, October 25th. Coffee and pastries were supplied by Dunkin Donuts. Juice and water were also available. Lunch, consisting of sandwiches, salads, cookies, and soft drinks, was catered by Piccadilly Deli in Yarmouth.

The annual Holiday Party was held on Sunday, December 10th from 12 – 2 pm in the college cafeteria. Hospitality committee and Board of Directors members provided the scrumptious food, as well as punch and bottled water. Approximately 65 people attended and the event was a success. Also, during December the committee collected donations from A.L.L. members and over a thousand dollars was donated to the Cape Cod Times Needy Fund.

January 8, 2018 marked the second semester and the beginning of registration; coffee, tea, water and pastries were available in the A.L.L. lobby all week.

The New Member Orientation was held on Wednesday, January 24th, at 10 am in the Atrium of the Lorusso building, followed by the second semester coordinator's luncheon. Pastries, hot beverages and water were available for the new members, and the luncheon menu was a hearty chicken soup, a variety of wrapped sandwiches, cookies and soft drinks. Unidine catered the three previous events.

The last hospitality committee event of the A.L.L. year was the Spring Social, which was held at the Cape Codder Resort & Spa on Thursday, April 26 from 5 – 7 pm. A variety of appetizers were available as well as beer, wine, soda, and mineral water. The cost was \$22 per person and included one complimentary drink. A cash bar was also available. We had a favorable turnout of over 60 people.

Dianne Tattersall, Hospitality Committee Chair

Report from the Long Range Planning Committee 2017-2018

The first task of the long-range planning committee was to make plans for the retreat that was to occur in the fall. We based our planning on addressing the 2015 strategic plan. What had been finished? Wanted to summarize the accomplishments. What was yet to do? Wanted to finish any undone items.

What had been addressed from the 2015 retreat?

Maintaining A.L.L. Institutional Memory. Anne Croak continued to work on the Archive Project throughout 2017 and into 2018. As part of a Long Range Planning Committee goal, a variety of materials were collected and placed in the William Brewster Nickerson Cape Cod Archives, housed in the library of Cape Cod Community College. They can be accessed by past, current and future A.L.L. members. The start-up project is now complete and Peg Holmes, member of the Long Range Planning Committee, has taken over the process of adding to the archives over time.

Information Technology/Business Systems. Much progress has been made in this direction as well. The method (on-line) by which course proposals are received and entered into the system to generate the course catalog is much improved and now in place. There is now a handbook for how members are registered into their classes. A finance committee now meets on a regular basis and is continuing the progress reported in the last annual report.

Topics left unfinished from the 2015 retreat:

Stability versus growth. One of the findings of a data analysis of members over time is that A.L.L. increased its membership from its early years in the 1980s (we are now 31 years old) until 2011. Since then there has been a gradual and small decline. It seemed important for this topic to be explored in the retreat. Is this something that needs to be addressed? Analysis of classes offered showed there has also been a slight decline in the number of classes offered as well as the number of 12 week versus 6 week classes available. That raised the question of whether we have the resources related to curriculum to produce sufficient classes for either stability or growth.

Volunteer Recruitment. We are nearly an all-volunteer organization; hence, we need dedicated volunteers to carry out our mission of quality classes and social connectedness. This raised the question of whether the nominating process for board members could be improved. We have a working board that carries out important functions for the organization so we need board members who have the skills needed. There was also concern about the rapid turnover of board members (3 year terms) and whether we need to enhance the motivation to volunteer.

The board and invited guests met in October to consider these questions. Several critical issues emerged from the retreat:

- Explore the overall governing structure of A.L.L., including
 - The makeup of the Board
 - Identification of skill-based positions on the Board
 - Discussion and consideration of the requirement that operating committee chairs must be Board members—are there better options?
 - Length of service on the Board
- Develop a specified plan of operation for each operating committee that enables them to meet their goals and the goals of the organization.
- Clarify the responsibilities associated with all positions whether at an individual, a task force, or a committee level.
- Increase diversity throughout the organizational structure and its membership.

Four themes dominated the solutions offered to these issues—they revolved around organizational structure, maintaining high quality classes and coordinators, increasing volunteer recruitment, and addressing membership levels. Within that there was recognition of the need for increased diversity among members and coordinators to enrich our organization and its offerings.

Strategic Vision: An organizational structure that offers a diversity of classes and social events that enables recruitment of new members from a diverse population while keeping current members engaged and intellectually stimulated.

Strategic Issue: Improve the Recruitment and Use of Volunteers to Enhance and Strengthen the Organization and to Maintain our Membership at its Present Level.

To accomplish this, the strategic plan focuses on four general topics:

- **Board**—Goal is to recruit a skilled Board with specific role knowledge.
- **Coordinators**—Goal is to develop a formalized plan for recruitment, support, and retention of high quality coordinators.
- **Volunteers**—Goal is to develop a formalized plan for recruitment, support, and retention of volunteers.
- **Membership**—Goal is to develop a formalized marketing/communication plan for the recruitment, support, and retention of new members.

The long range planning committee is now working on a procedure for evaluating the progress of A.L.L. in meeting the goals set up in the strategic plan.

Marilyn Nouri, Long Range Planning Committee Chair

Report from the Policies and Procedures Committee 2017-2018

The Policies and Procedures Committee operates under the authority designated by A.L.L.'s Bylaw, Article 5, Section 7. The Bylaw mandates and authorizes the Committee to write and maintain a manual of Policies and Procedures for A.L.L. Board members and Committees and Officers approved by the Board.

For the past two years we have been doing a revision of the Policies and Procedures Manual. We continue to work from the last known revision of the Manual in 2010. Since there were individual paper revisions to the Rules after 2010, but no digital copy, Kerry worked hard, using the 2010 digital version as a base, and was successful in putting together a digital version of the Manual as should have existed in June, 2016.

I continue to meet with officers and committees one by one to review the policies and procedures pertinent to each committee and to make necessary changes. After the chairperson meets with his/her committee to discuss changes, the chairperson meets with me and we review the changes. The president of the Board then reviews them and if necessary further changes are made. After all parties are satisfied the revised Rules are presented to the Board for approval. If further revisions are needed, they are made and brought back to the board for approval again.

This past year we have completed and approved the Special Events Committee revisions and done further work on the Hospitality committee rules changes. The Treasurer and the Finance Committee have been working on revising their rules also. The Curriculum committee has struggled during the past year to find time to complete its revisions and the work will revert to Miriam Kronish as the new chairman of that committee. Miriam is familiar with the revisions since she was committee chair who made the changes in the first place.

In the last annual report I indicated that I hoped to complete revisions on the Manual by May of 2018, but we have failed to meet that goal and, at this time, I have doubts about completing the revision in the next year. I continue to believe that until we begin to see the policies and procedures as a high priority, we will fail to complete the revisions due to "lack of time" to work on them.

Leslie B. Mathis, Chair, Policies and Procedures Committee

Report from the Special Events Committee 2017-2018

Members of the Special Events Committee this year were Donna Northrup, Aimee Silberman, Susie O'Brien, Bill Ray, Judy Bell, and Claire Briand. Every member took an active part in planning and facilitating the following special events during the 2017-18 school year.

“JAPAN and ITS ARTS in the 20th CENTURY” was presented by Tom Silver on Monday, September 18, in Lecture Hall C at 1:30 p.m. Tom, a former businessman, classical guitarist, and recording artist, is a Cape Cod summer resident and a New Jersey native. Tom's talk presented a comprehensive look at the Japanese “New Prints” movement in the first half of the 20th century. Featured and discussed were many of the professionally photographed prints and crafts created by the great artists of that era of Japanese history and culture.

On September 25, from 5-6:00 p.m. at the Cultural Center of Cape Cod in South Yarmouth, a Live-streamed Webinar, followed by refreshments and discussion, was presented by Dr. Atul Gawande, M.D., renowned surgeon, public health researcher and writer, and author of the book **Being Mortal**. Dr. Gawande spoke about the value of community, opportunities as we grow older, and answered questions from Villages around the country. This event was coordinated by Kate Lathrop.

On October 4, at 2:30 in Lecture Hall A, Dr. David Bisno had arranged for Lyle Denniston, an expert on the Supreme Court and a journalist for 58 years at the U.S. Supreme Court, to speak to members of ALL. Unfortunately, after months of correspondence, Mr. Denniston had unexpected surgery and was unable to come.

On October 18, at 2:30 in Lecture Hall A, the closing of the Plymouth Nuclear Power Plant was presented by a panel of three people from the Pilgrim Legislative Advisory Coalition (PLAC), who jointly presented a slide lecture using Mary Lampert's work from **Pilgrim Watch**. This presentation, which included slides, discussion, and questions, focused on safety issues that surround Pilgrim and the various problems involved when it is decommissioned.

Our annual fall Theatre and Dinner was held on Sunday, November 12, beginning at 2:30 at the Barnstable Comedy Club, followed by dinner at the Barnstable Restaurant and Tavern. Gilbert and Sullivan's “Pirates of Penzance” was most entertaining, followed by a three-course dinner with entrée choices of either Baked stuffed sole with crabmeat, Baked three-cheese vegetarian lasagna, or Beef bourguignon with mushrooms, bacon, and red wine. Just \$47 per person included admission to the performance and the 3-course dinner.

On Wednesday, February 28, Stew Goodwin presented “An Update on the Middle East” in Lecture Hall A at 2:30. Stew has been the coordinator of a wide variety of classes at A.L.L., as well as a presenter of lectures on various topics to A.L.L. audiences. We were not disappointed as Stew spoke fluently and knowledgably about this timely Middle East topic for over 45 minutes without any notes. He answered questions from the audience, and later people lined up to speak with him one-on-one before leaving the auditorium.

On Friday, March 23 from 7-9:00 p.m., a Sock Hop with light refreshments was planned at the Barnstable Senior Center for \$10 per person to enjoy favorite tunes of the 50's and 60's played by local D.J. John Pacitto. Unfortunately, this event was not held, much to the disappointment of those 17 people who signed up for it.

On Wednesday, March 28, Lew Taylor spoke on “America’s Forgotten Patriot: Mercy Otis Warren and the Writings that Fanned the Flames of Revolution” at 2:30 in Lecture Hall C. Lew has been the coordinator for many A.L.L. courses and, for a time, the Chair of the Curriculum Committee. Lew’s topic was interesting and well received by his audience. Afterwards, during the question and answer period, we learned by coincidence that in the audience was the “Mercy Otis Warren Woman of the Year” recipient.

Our final event this year was a bus trip on Wednesday, May 9 to the Huntington Theater in Boston for the Matinee of *Top Girls* at 2:00. Just \$50 per person included the cost of both the matinee and the bus. The trip went well and we had a group of over 30 people attend.

Diane Hoover, Special Events Committee Chair

Report from the Nominating Committee 2017-2018

Members: Tim Maguire, Aimee Silberman, Sandra Piver, Kate Lathrop, Ed Wirtanen, Mary Joyce and Chris Johnston.

The committee met in November for the purpose of finding nominees for the Board of Directors. Four nominees filed papers between December and April and were voted onto the Board by acclaim. One of the nominees has since stepped down from joining the board so there are now three new board members. The new members are Jackie Faulhaber, Noelle Howland and Rona Robinson.

Tim Maguire, Nominating Committee Chair