

Academy for Lifelong Learning

2020 – 2021

Annual Report



Academy for Lifelong Learning 2020-2021

ALL Mission Statement

The Academy for Lifelong Learning of Cape Cod Inc. (ALL) offers an opportunity for those age 50 and over to pursue their intellectual interests and educational activities, and to explore new areas of learning in the company of their peers. Social relationships and special events are integral parts of the mission. ALL fosters and maintains a close and mutually beneficial relationship with Cape Cod Community College.

I. Annual Reports from Officers:

President's Report

Vice President's Report

Treasurer's Report

II. Committee Reports:

Long Range Planning

Website

Curriculum

Registration

Communications

Special Events

Report from the President 2020-2021

ALL committees' activities are reviewed in detail elsewhere in this Annual Report, but I want to point out a few issues and undertakings that merit mention. Beforehand, I want to recognize Nancy Weida, our office administrator, whose skills, enthusiasm, and energy have been crucial for keeping ALL going during these trying circumstances.

The level of our active membership is down significantly, and we do not anticipate much recovery until we can resume in-person classes. We hope that we can return to the campus in the spring 2022, at least on a partial basis, though that decision will be made later this year.

This is the time of year when we would ordinarily be finishing the work of the Nominating Committee by electing new members to the board. Last year Governor Baker signed an emergency provision that allows nonprofit boards to serve beyond their designated terms, so the board decided to defer action on the Nominating Committee and focus on getting the semesters under way for our coordinators and members and getting on top of our new software in an entirely Zoom environment.

ALL's board of directors is no longer operating in the way we did prior to the pandemic, when the various standing committees met independently and, at the monthly board meetings, reported on their activities and plans. We actually have been meeting bi-weekly and working as a management team rather than as a group of committee chairs.

Several committees and functions became dormant, either because the responsible chairperson has been involved with new activities or our circumstances removed the need for a committee's attention. The Hospitality Committee put their tremendous set of talents on "hold" until we are able to get together in person, but still has booked the Cape Codder for our Spring Fling in April of 2022. The chair of our Long Range Planning committee, Marilyn Nouri, saw her board term expire but, because she had a knack for using Zoom, she was persuaded to re-join the board and help coach our coordinators on using Zoom.

Another board member, Jean DeVincendis, has been primarily deployed as a Registration team leader, working with Jackie Faulhaber on refining the new software package we introduced last year. Jean's other hat, chair of Policies and Procedures, will see more use after we return to more traditional activities. Miriam Kronish's Curriculum committee, especially member Henry Tamzarian, has been working with our software developer to refine the on-line Curriculum portal so that our coordinators are better able to submit course proposals electronically.

It is gratifying to see that we were able to offer our members a few non-class events and activities including two talks on world events by Stew Goodwin in January, Gina Poole's survey of protest songs and their social movements, and a talk on Shakespeare's food by Francine Segan, as well as access to several programs from the college.

I am grateful to have served as president and work with such a talented and engaged group of board members and volunteers during this very challenging year, including Holly Anderson, a member volunteer whose name appears in several places in this report. I also am thankful for the members who took our classes via Zoom.

Jim Lathrop

Report from the Vice President 2020-2021

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.

Usually, the ALL Vice President hosts a new member orientation at the beginning of each semester. Board officers and committee chairs meet with new members to welcome them to ALL and answer questions about our purpose, courses and social activities. Unfortunately that was not possible this year due to the severity of the pandemic. Most new members' questions have been handled by our office administrator or from information discussed in our newsletter. Despite the pandemic, we have enrolled new members who we hope will continue to participate and eventually will be able to interact face to face with other ALL members in the future.

The main thrust for all officers and committee chairs this past year was making ALL viable in this time of uncertainty. The Board of Directors has met twice a month to create a diverse curriculum of classes, update registration, and create a positive learning environment through the ZOOM platform. This was a year of many adjustments to make our registration, website, social media, and curriculum successful in a completely online format. All officers and board members have worked diligently to keep ALL current and productive.

Dianne Tattersall

Report from the Treasurer (Including Finance Committee Comments) F.Y. 2020-2021

As of early May, it appears that ALL will finish the current fiscal year, which ends on June 30, with an operating deficit for the first time in recent history. The magnitude of the deficit is difficult to accurately project because a) we have an appeal to the College for some relief from our rent obligation (the College has not yet responded, but we are cautiously optimistic that they will give us some relief), and b) we are awaiting a bill from our IT consultant for the substantial work he has done for us upgrading our website and further automating the production of our semi-annual course catalog. That said, I expect the deficit to be in the low to modest five figures.

While disappointing, this is not cause for immediate alarm, as we have substantial reserves that will carry us through.

As of April 30, 2021 (and unlikely to change significantly before yearend), total revenue for the year stood at \$66,924.65. While this is almost 4% more than what the Finance Committee budgeted, it is only half of what it was last year. I think the message here is that, while our Zoom courses were generally well received by those who participated, our inability to hold classroom courses put a significant crimp in the number of courses we could offer which in turn reduced total membership.

Expenses are not quite as close to being finalized; however, at this point it does not appear that the total will exceed that forecast by the Finance Committee, even after taking into consideration the two "x" factors noted in the first paragraph.

Finally, I would like to commend the Finance Committee (Pat McKean (Chair), Alan Berger, and Joe Gill) for the excellent job they did last summer forecasting what ALL's "pandemic year" would look like.

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

1. A report showing the current year revenue and expenses through April 30, 2021 vs budget
2. The balance sheet as of April 30, 2021

Respectfully submitted,

Kirk Young

Academy for Lifelong Learning of Cape Cod, Inc.
 FY 2021 Revenue Expense
 YTD vs Budget

REVENUES	<u>7/1/2020 - 4/30/2021</u>	<u>Full Year Budget</u>	<u>YTD Percent</u>	<u>Last YTD</u>
Membership Fees	\$ 65,151.00	\$ 60,000.00	108.6%	\$ 120,330.00
Other Revenues				
Donations/Contributions Received	\$ 5.00	\$ 1,000.00	0.5%	\$ 3,676.00
Interest Income	\$ 1,378.65	\$ 2,100.00	65.7%	\$ 4,021.17
Special Event Revenue	\$ -	\$ 1,500.00	0.0%	\$ 2,450.00
Miscellaneous	\$ 390.00	\$ -		\$ 323.00
Total Other Revenues	\$ 1,773.65	\$ 4,600.00	38.6%	\$ 10,470.17
Total Revenue	\$ 66,924.65	\$ 64,600.00	103.6%	\$ 130,800.17
EXPENSES				
Curriculum Expenses				
Registration	\$ 503.82	\$ 750.00	67.2%	\$ 1,908.05
Coordinators' Allowances	\$ -	\$ -		\$ -
Coordinators' Luncheon	\$ -	\$ -		\$ 1,554.00
Other Coordinator Expenses (Handbook)	\$ 208.00	\$ -		\$ -
Catalog Printing/Mailing	\$ 1,575.00	\$ 1,600.00	98.4%	\$ 7,976.07
Catalog Automation	\$ -	\$ 5,000.00	0.0%	\$ -
Zoom	\$ 310.24	\$ 340.00	91.2%	\$ -
Class Supplies	\$ -	\$ -		\$ 738.11
Total Curriculum	\$ 2,597.06	\$ 7,690.00	33.8%	\$ 12,176.23
Special Event Expenses				
Annual Banquet	\$ -	\$ 1,500.00	0.0%	\$ 500.00
Lecture Series	\$ 200.00	\$ 250.00	80.0%	\$ 75.00
Other Events/Trips	\$ -	\$ -		\$ 2,450.00
Total Special Events	\$ 200.00	\$ 1,750.00	11.4%	\$ 3,025.00
Reflections	\$ 402.63	\$ 1,000.00	40.3%	\$ 4,268.23
Hospitality				
Mixer	\$ -	\$ -		\$ 555.83
1st-Week Snacks	\$ -	\$ -		\$ 1,853.50
New Member Orientation	\$ -	\$ -		\$ 520.00
Volunteer Appreciation	\$ -	\$ -		\$ -
Holiday Party	\$ -	\$ -		\$ 79.25
Water Cooler & Candy	\$ -	\$ -		\$ 498.42
Total Hospitality	\$ -	\$ -		\$ 3,507.00
Contributions Made	\$ 3,700.00	\$ 6,500.00	56.9%	\$ 13,500.00
Office Expenses				
Staff Expense	\$ 52,996.82	\$ 62,000.00	85.5%	\$ 42,686.90
IT	\$ -	\$ -		\$ -
Office Supplies	\$ -	\$ 150.00	0.0%	\$ 809.04
Office Copier	\$ 5.01	\$ 300.00	1.7%	\$ 717.87
Other Office Equipment	\$ -	\$ -		\$ 219.98
Computer software	\$ 641.75	\$ 459.00	139.8%	\$ 962.59

Academy for Lifelong Learning of Cape Cod, Inc.
 FY 2021 Revenue Expense
 YTD vs Budget

	<u>7/1/2020 - 4/30/2021</u>	<u>Full Year Budget</u>	<u>YTD Percent</u>	<u>Last YTD</u>
Off-site copies	\$ 65.69	\$ -		\$ -
Postage	\$ 18.60	\$ 50.00	37.2%	\$ 55.30
Bank Charges	\$ 2.81	\$ 40.00		\$ -
Member Communications	\$ 180.00	\$ 300.00	60.0%	\$ -
Constant Contact	\$ 950.00	\$ 1,140.00	83.3%	\$ 950.00
Board Expenses	\$ 133.35	\$ 200.00	66.7%	\$ 39.93
Total Office Expense	\$ 54,994.03	\$ 64,639.00	85.1%	\$ 46,441.61
License, Legal & Professional	\$ 4,817.81	\$ 4,588.50	105.0%	\$ 5,388.50
Advertising & PR				
Media Advertising	\$ -	\$ -		\$ -
Catalogs Distributed to Public	\$ -	\$ -		\$ 3,828.30
Consultant	\$ -	\$ -		\$ 2,500.00
Web Site	\$ 240.67	\$ 276.00	87.2%	\$ 1,198.77
Total Adv & Promo	\$ 240.67	\$ 276.00	87.2%	\$ 7,527.07
Fixed Charges				
Space Rental	\$ 5,475.00	\$ 10,950.00	50.0%	\$ 14,128.00
Insurance	\$ 2,373.43	\$ 2,400.00	98.9%	\$ 2,693.66
Total Fixed Charges	\$ 7,848.43	\$ 13,350.00	58.8%	\$ 16,821.66
TOTAL OPERATING EXPENSES	\$ 74,800.63	\$ 99,793.50	75.0%	\$ 112,655.30
NET OPERATING REVNUe	\$ (7,875.98)	\$ (35,193.50)		\$ 18,144.87

Academy for LifeLong Learning of Cape Cod, Inc.

Balance Sheet As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Operating Account	17,370.98
1015 Memorial Fund Checking A/C	88,906.02
1020 Money Market Account	126,025.98
1050 CD'S/TD's	
10584 CC5 7-month CD	67,408.06
10613 Aug 2019 - May 2020 @ 2.03%	0.00
Total 1050 CD'S/TD's	67,408.06
Total Bank Accounts	\$299,711.04
Other Current Assets	
1080 Prepaid Expenses	0.00
1081 Prepaid Insurance Liberty	991.00
1082 Prepaid Insurance Philadelphia	1,147.50
1083 Prepaid Expenses - Zoom	543.22
Total 1080 Prepaid Expenses	2,681.72
Total Other Current Assets	\$2,681.72
Total Current Assets	\$302,392.76
Fixed Assets	
1520 Various Equipment & Furniture	
1521 Original Cost	21,945.00
1522 Accumulated Depreciation	-21,945.00
1523 Fixed Asset - Copier	3,350.00
1524 Accumulated Depreciation Copier	-1,507.50
Total 1520 Various Equipment & Furniture	1,842.50
1530 Audio Visual Equipment	
1531 Original Cost	43,700.00
1532 Accumulated Depreciation	-43,700.00
Total 1530 Audio Visual Equipment	0.00
Total Fixed Assets	\$1,842.50
Other Assets	
1540 Other Long-term Assets	
1541 Curriculum Software Original Cost	12,112.50
Total 1540 Other Long-term Assets	12,112.50
Total Other Assets	\$12,112.50
TOTAL ASSETS	\$316,347.76

Academy for LifeLong Learning of Cape Cod, Inc.

Balance Sheet As of April 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,245.60
Total Accounts Payable	\$1,245.60
Credit Cards	
American Express Blue Business Plus	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$1,245.60
Total Liabilities	\$1,245.60
Equity	
3000 Net Equity	324,222.08
3200 Opening Balance Equity	0.00
Net Income	-9,119.92
Total Equity	\$315,102.16
TOTAL LIABILITIES AND EQUITY	\$316,347.76

Report from the Long Range Planning Committee 2020-2021

This was a year of short-range rather than long-range planning. We had closed classes in the spring of 2020, and COVID required ALL to do some quick planning of what we should do in the fall of 2020. At the April Board Meeting, serious consideration was given to offering the classes online and the chair of Long Range Planning saw the need to do some quick short-range collection of information to see how well the idea of online classes would be received by our membership.

A member survey was sent to those who took classes during the last two years. Responses came in from 376 members with 51 percent of you indicating you would be very likely to take a class via Zoom or other online methods. Thirty-one percent of you were uncertain. About three-fourths of you had at least some familiarity with Zoom, so we felt that was the best software package to use.

The coordinator survey found that over half of our coordinators would either be willing to offer a class via Zoom or were uncertain about it. Some felt the class they were planning to offer wouldn't work on Zoom. Follow-up conversations were held with coordinators uncertain about using Zoom. As a result of the findings in the survey, the board decided to go ahead with offering classes via Zoom.

Another part of short-range planning became the task of quickly learning, as an organization, how to use Zoom. After ordering two licenses, the work began on bringing the coordinators up to speed. A training offered by an instructor from Cape Cod Community College helped in that effort. The semester happened, via Zoom. At the end of the semester, another survey went out, this time to members who had taken one or more of the offered Zoom classes. Almost eighty percent said the coordinators did well or fairly well, with the remainder indicating it got better as the semester proceeded.

We are again Zooming in the fall, with a hope that during Spring 2022, we can again hold classes on campus. The responses to another question on the survey indicated that we should offer both in-person and Zoom classes in the future.

Marilyn Nouri, Long Range Planning Committee Chair

Report from the ALL Website Working Group 2020-2021

The purpose of our website (capecodall.org) is to inform age 50 and over Cape Cod community and ALL members about Educational and Social opportunities provided by the Academy for Lifelong Learning Cape Cod.

In the 2019 ALL Member Survey, we learned that more than half our members used the website. In 2020, the Board decided that the website would be used more given the closing of our College classrooms. The revised website allows the community and members to learn about changes and resources given ALL's restructuring during the pandemic. Those changes include detailed information on

- ZOOM, Registration, Special Events and Course updates
- Downloadable current Semester Catalog and Registration form
- Revised processes for registration and membership fee
- Learning how to and participate in ZOOM classes
- Member online training videos, etiquette, and protocols

The WWG is now trained and has administrative access to revise the website when needed. Updates and changes can now be made easily by our group of Board and Volunteer members. This ensures that ALL members and the Cape Cod community are informed in a timely manner about our classes and events. Additional functionality was added with links to the ALL Facebook page and important dates on the ALL calendar. Soon we hope to add links to Special Events and the bimonthly ALL Newsletter. The WWG interfaces regularly with the Communications, Curriculum and Registration committees.

We are not done yet, there is more to do. Staying connected and in touch is always ALL's goal now more than ever.

Thank You and Be Safe

Judy Roettig

The Website Working Group includes Holly Anderson, Jean DeVincentis, Jackie Faulhaber and Judy Roettig

Report from the Curriculum Committee 2020-2021

We have offered a total of 97 courses during the period covered by this year's report. The total number of twelve-week courses for the year is 29. The total number of six-week courses is 68. All of our courses were presented on Zoom. We are indebted to our Zoom coordinator – Marilyn Nouri – and to Henry Tamzarian, Jackie Faulhaber, and Holly Anderson for all their valuable assistance throughout the year.

A breakdown of our courses by category follows:

Arts and Culture	3
Current Events	15
Film, Music, Drama	7
Health and Wellness	3
History	12
Law and Government	3
Literature	7
Personal Interest	14
Philosophy and Religion	12
Science	11
Social Issues	4
Writing and Rhetoric	6

The members of our committee are:

Tim Maguire – Scheduler
Nancy Yee – Editing and compiling dates for catalog
Richard Stewart – Editing and outreach
David Wright – Editing and outreach
Henry Tamzarian – Catalog data entry coordinator and liaison to ALL committees
Miriam Kronish – Chair, editing and outreach

We are deeply thankful to our former members – Mike Baker – for all those years of scheduling and serving as our historian, and to Lew Taylor, for helping us with whatever needed to be done to keep us functioning as smoothly as possible.

In comparing our numbers from last year's report to the current year, the number of courses has decreased by 35% due to the pandemic.

We look forward to the future learning together on Zoom in the fall and, when we can meet in person – hopefully in the spring of 2022.

Respectfully submitted,

Miriam Kronish, Curriculum Committee Chair

Report from the Registration Committee 2020-2021

It has been a time of momentous changes for the Academy this year. First, I want to thank the membership for their support and understanding as the committee undertook a completely new registration system.

This year we moved from all of us being in one room to each of us working in our own homes. Communication was key to a successful transition and the board of directors gave us complete support working hard to iron out the wrinkles.

I am happy to report that due to the efforts of Kate Lathrop, Jean DeVincentis, Noelle Howland, Holly Anderson, Martha Guzikowski, and Beth Thayer with the able assistance of Kirk Young and David Wright, we were able to enroll over 320 members.

We all missed being together but found the Zoom classes offered the same friendly faces meeting in our virtual classrooms. I hope to see many more of the members try Zoom in the coming semester. Although not perfect, Zoom allows us to continue when there is no classroom to assemble in together.

The committee looks forward to another successful registration cycle and hopes you will join us.

Jackie Faulhaber, Registration Committee Chair

Report from the Communications Committee 2020-2021

This continued to be a busy year for the ALL Communications Committee. Working with the President, the Board, Nancy Weida (ALL Office Administrator), and volunteers, the monthly newsletter and e-mail "blasts" continued to provide information, outreach and engagement throughout the year.

The ongoing impact of COVID-19 and continued closure of the Cape Cod Community College campus make this function increasingly important. The newsletter served as a vital conduit for information from the Board to members about calendars, registration, special events, recruiting new coordinators and the use of Zoom. A series of articles on ALL coordinators and classes was initiated. In addition, monthly newsletters were complemented by timely updates and a revitalized presence on Facebook.

It is impossible to know what the coming months will bring. It is anticipated that ALL's social media presence will expand as the community continues to rely on "virtual" instead of "face to face" interaction. Members' suggestions for future newsletter topics are encouraged and welcome. In the longer term the committee's goal is to expand public awareness of ALL across the region. We welcome suggestions from the membership on ways to make this happen.

A special thank you is extended to Nancy Weida and Jean DeVincentis for their work on all aspects of communications. The creation and updating of the newsletter and social media would not have gone as smoothly without their professional touch.

Marianne Triplette, Communications Committee Chair

Communications Committee: Jean DeVincentis, Dianne Tattersall, Marianne Triplette, Nancy Weida

Report from the Special Events Committee 2020-2021

Those serving on the ALL Special Events Committee during 2020-21 were Aimee Silberman, Donna Northrup, Judy Bell, Lili Seely, Diane Hoover, and Sam Yee.

After a successful semester of Zoom classes in fall 2020, the board decided we were ready to offer special events virtually. Stew Goodwin volunteered to present two lectures in January 2021, “Powerful but Fragile: Understanding China’s Current Incarnation” on January 14 and “Transitions to a New World Order: Trends Driving the Coming Decade through Mid-Century” on January 21. Stew spoke about the Pandemic Hangover, how democracy and capitalism have come under attack and under question in recent years, the rise of China, and how climate change by mid-century will impact our world. These well-attended and well-received lectures displayed Stew’s wide-ranging knowledge and analysis. The events also helped us to learn the logistics of large-scale (for ALL) presentations via Zoom and encouraged us to offer additional Zoom-based presentations during the spring semester.

On March 22, 2021, art historian and author, Francine Segan presented a lecture via Zoom on “Shakespeare’s Kitchen: Peacocks and Pageantry”. She portrayed fascinating festivities of Shakespeare’s time in this hilarious presentation of the fanciful foods, intriguing table manners, and unusual dining customs of the Elizabethan era. What did the people eat? Peacocks, swans, all sorts of wild animals, sea animals, and meat pies with all sorts of meats were eaten. It was not unusual for live birds to be placed on top of a pie under the top crust and have them fly off as the pie was placed on the table. Sometimes cookies were made in the shape of the guest of honor. Since there were no clocks in the kitchen, the directions for a recipe might say, “Cook for as long as it takes to say the Lord’s Prayer twice”. Ovens did not have a thermostat, so the recipe might say to “heat oven until you are able to put your hand in it for 20 seconds”. Words were also spelled in different ways – “raysons, raizons”, etc. What would you expect to have at your table setting at a dinner party? You would have a napkin, a spoon, and a roll. It was not common to have a fork or a knife.

On April 26, 2021, Gina Poole gave a wonderful presentation on Zoom entitled “Sing Out! Music and Movements”. Gina gave a brief survey of protest songs, along with the singers and songwriters, mostly focusing on music from the sixties. Gina began with a few short poems that referred to music, including one by Emily Dickinson. We did a bit of group singing (chanting) with an African-American Spiritual, and there was a multiple-choice quiz about songs and songwriters, followed by a short lecture.

Diane Hoover, Special Events Committee Chair