

# The Center for Continuing Adult Learning

## Office Report to the CCAL Annual Meeting 2020

Dear Members,

Hello members! This past year has certainly proved the old saying “necessity is the mother of invention” 😊. Although the CCAL office closed in mid -March, we certainly haven’t stopped working!

The challenges of this year have allowed us to be creative and forward thinking as we have transitioned from in-person classes to online classes and communications. The Board and the Office worked together to assure that we created procedures and processes that allowed that transition to be as smooth as possible for our members. The office staff, which includes myself and Office Assistant, Arlana Young, have offered on-line training to our members, class assistants, and facilitators. We have also created on-line processes for facilitators, classes, class evaluations, and attendance reports. All of this has allowed us to develop a strong base from which we can move forward and build with any future challenges that come our way.

### **Important reminders for our members!!!**

- ❖ CCAL membership dues for 2021 is \$120. CCAL offers a one-time 50% discount on a full 2021 membership to those who were a CCAL member in 2020.
- ❖ Partial memberships for 2021 will not be offered until CCAL returns to in-person classes.
- ❖ If you use email and notice you have not received your membership letter or class reminders from the office, please check your Junk Email folder or give us a call at the office, (607) 441-7370 or email [ccaloneonta@stny.rr.com](mailto:ccaloneonta@stny.rr.com).
- ❖ ***To become a member in 2021, make sure you submit a membership form and payment. We cannot process your payment without a membership form.***

Respectfully submitted,

Teri Weigl  
CCAL Office Manager