

## **Literacy Volunteers of Sullivan County**

### LVSC Board Meeting Minutes

October 9, 2018

Members present: Leo Glass, Dawn Ryder, Jill Atkins, Gay Donofrio, Al Feller, Nicole Newick, Lillian Tighe, Alison Mastandrea Marc Mendelsohn, Angela Dutcher

Members absent: Patricia Deagle, Debra Gabriel, Vivian Ginsberg

Acceptance of Minutes: Nicole/Marc

September minutes were amended for members absent/present. Marc/Gay

#### **REPORTS:**

##### **Treasurer:**

Bookstore sales are going well. September was up year over year. Transfer \$2000 from money market and \$5000 from bookstore. Leo discussed deposit rates for CDs, one of our CDs is renewing. Dawn mentioned there is a rate special going on at Catskill Hudson Bank. Marc will check rates.

Treasurer's report and funds transfer approved: Dawn/Al

#### **COMMITTEES:**

##### **Fundraising Letter:**

Angela asked for help with envelope stuffing for the annual appeal that will be sent out in October. Al and Leo volunteered to help. Over 100 letters are going out. Board members are encouraged to submit new names for potential donors.

Al suggested putting stamps on envelopes for the fundraising return letters. The cost will be around \$50. The board agreed the self addressed return envelopes will hopefully increase the response rate and the expense is minimal.

##### **DIRECTOR'S REPORT:**

See attached report.

Angela applied for innovation grant. We will hear back soon.

We trained three new tutors this month. All are matched and there is no waiting list.

TASC class is going well. Students will take the test in November.

##### **NEW BUSINESS:**

The teacher compensation policy was reviewed. Total amount increased to \$1100 or \$275/quarter. If the class does not keep the required numbers the class will convert to a volunteer basis. Al made the motion to approve the policy, seconded by Dawn, carried. Lillian abstained.

The sexual harassment policy was reviewed. The template was taken from the NYS website. The policy must be adopted 10/9/18, training must take place before 10/9/19. Al made the motion to approve the policy, seconded by Marc, carried.

Leo suggested having all employees sign off on the sexual harassment policy. The board agreed.

All board members received a copy of the sexual harassment policy.

**OLD BUSINESS:**

Gay brought up the Bethel bookstore sign. She will look into the cost of something that could sit on top of the existing sign as a temporary fix. The board suggested the Monticello sign also be done.

Meeting Adjourned: Marc/Al