

## Literacy Volunteers of Sullivan County

### LVSC Board Meeting Minutes

April 13, 2021

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

Members absent: Patricia Deagle, John Dick, Vivian Ginsberg, Allison Melito, Nicole Newick,

Acceptance of Minutes: Marc/Lillian – there was mistake, when speaking about the PPP loans it reads “Angela pay gotten,” should be “Angela has gotten”

#### **President:**

Zoom took away the option to call in without a paid subscription. The price is \$59, it’ll be used by the students and the board. Marc made the motion to purchase Zoom, seconded by Al.

#### **Treasurer:**

There were \$3,700 in March bookstore sales.

Pat had the checking account as negative, however we are not actually negative. Marc made the motion to approve the transfer and table the rest of the Treasurer’s Report due to the inaccuracy, Allison seconded.

#### **Personnel - Bookkeeper:**

The Accounting firm came back with an estimate of \$20,000.

Angela sent out the applicants. We have two qualified applicants.

The Finance committee will help Angela set up Quick Books.

#### **Finance – 990 Review:**

The 990 has been revised.

Marc mentioned there were still some issues including Administration Occupancy. Occupancy drives depreciation and insurance rates. It’s currently 50/50 programs/management but it should be about 95/5. Angela will speak to the accountant.

Angela explained that we rushed the 990 to the board without review because the board meeting was that night. It should not have been rushed.

Leo mentioned we should not revamp the accounting unless it is necessary. Marc said that the administration costs being over 30% will have negative connotations for grants.

Marc made the motion to submit the 990 with the administration occupancy adjustment, Lillian seconded.

**Special Events:**

We will buy food for the event. We could get trays from Albella's but we might not be able to share during COVID. Dawn recommended we have a dedicated server. DeFillipi's made the cake last time.

**DIRECTOR'S REPORT:**

See attached report.

Eileen Gunther's office is issuing the following press release:

LVSC is overjoyed by the support of Aileen Gunther in securing \$25,000 appropriation to support the adult literacy program. This will help fill the gap left because of the reduction in services from BOCES.

We will be expanding our high school equivalency program.

Al made the motion for Angela to make up to \$500 in purchases for things we need without board approval, seconded by Marc.

Angela has applied for a bunch of grants and is waiting to hear back. We are still waiting on the \$5,000 legislative grant. We suspect that the \$23,000 budgeted from Adult Literacy Education will likely be reduced by about 1/3.

NYS is changing reporting requirements – we need to put every reportable tutor/student match into the database.

Barbara's sign is in. Postcards will go out next month. Mike Martucci should be coming. Aileen Gunther will also likely come. The band Fisher and Kean will play in their bus in the parking lot, we'll put our tent up.

**NEW BUSINESS:**

Leo mentioned we need to start thinking about the parking lot, it's sinking in places. We need to have someone who does blacktop come in and give us a proposal. We will discuss next month.

Meeting Adjourned: Al/Leo