

**Literacy Volunteers of Sullivan County, Inc**  
**Minutes February, 2010**

Corrected minutes

**I. Members Present/Absent:** Officers Present: Mary May Schmidt, Kenneth Wilson, and Barbara Kaufer. Officers Absent: Martine Swerdling, Tracy Merklin. Members Present: June Barrett, Gary Couch, Patricia, Flynn, Leo Glass, Janet Morganstein, Karen Stewart, Barbara Sush, Christine Wylie, and Jamie Noeth. Members Absent: Angela Dalton, Carol Furchak, Kathy Kreiter, Juanita Ortiz, and Cathleen Schirick. Executive Director: Constance A. Keller.

**II. Acceptance of Minutes from December 8, 2009 Board Meeting:** Director asked everyone to look over December's minutes for any errors. Asked to add following names to those present at Feb. Meeting: Cathy Schirick, Gary Couch, and that Sarbanes-Oxley Act was passed by the Board. passed.

**III. Acceptance of Minutes from January 6<sup>th</sup> minutes.** Members asked to review for any changes. As per Connie: Under Treasurer's report: Allegany wanted \$10,000 for the trademark for Peer Worx. In reality they only asked us for \$3500 Under Tutor's report: Chris and Gen will observe Karen doing this model of training. It's a train-the-trainer session. Motion to accept: Karen. Second Ken. Approved.

**IV. Reports:**

- a. **Chair:** Mary May Schmidt: there are binders for all chairs of committees. Please take yours at end of meeting.
- b. **Treasurer's Report:** See attached- The figures are the best that could be made. Figures need to be verified once Ken can do bank reconciliation. Under CD's: 2<sup>nd</sup> one 834 matures this Friday 2/5. It can be renewed. 2 CD's can be renewed at 15 months at 2.13% and 1.09% on other. Would like to take \$5000.00 open another CD out of Money Market Savings Account. Would like to do it with Jeff Bank to begin doing business with another bank. Motions: 1: Change 2 CD's at Catskill: Leo moved, and it was seconded by Ann Milucky. 11 to 15 month. 2: Take more @ out of MM account. Moved Leo: to take 25,000 dollars. Leo rescinded to new amount of \$15,000 dollars into 2 CD's. Seconded: by Gary. **Amend 15,000 into a CD, one and \$10,00 into another. Back to 25,000. Both would be for 15 months. Passed.** Leo amended to accommodate that. C: We're going to be cut 12,000 and our resources are drying up. K: When that time comes, we can withdraw funds with very little or no penalty. A: There will be penalty but we'll be ahead of it. C: Feels \$10,000 should be amount and not \$25,000 Q: What do you have to lose? We have enough to cover and can always take money out. Comment: put money into 2 CD's to avoid large penalty. It would be for smaller term. Interest won't be as much. Q: Leo: Why do we need all of this in slush fund? We'd be cutting into interest rate. **Motion to accept by Flynn/Seconded by Leo.**

- c. **Bookstore Manager's Report:** Barbara handed out report. Woman selling books on eBay is working very well. We received check for 85.00 from Paula Amadiz.
- d. **Foundations/Philanthropic Report: None,** Angela absent. Connie stated that Gen Dainack will try to find time to write Grant to the Verizon Foundation,

**V. Smaller Fundraising Committee Reports:**

- 1. **Personnel Committee Report:** Committee met 1/21 Leo, Mary May and Barbara had to decide amount of money Director has been allowed per month. Received \$13,000 in salary. \$6,000.00 will be bonus-unearned income.
- 2. **Tutor Trainers' Report: Training dates: 2/23, 25, 27.** Have 6 people signed up so far. All trainers have been asked to attend.
- 3. **Board nominating Committee Report:** Barbara Sush is recommending Helen Rados. Ann recommending Debbie Spear. We have 1 available seat. BK will follow up.
- 4. **Bethel Site Committee:** June and Connie met with Danny Sturm. They will be getting a modular but not in same spot selected. We'll be further back on left by the Senior Center. Hoping to be ready by June. We're further back from the road. The town has the final say.
- 5. **Accreditation Committee:** Barbara K. stated it is set for Monday March 15, 2010. It's not really anything a committee can work on. Connie will be reviewing with Barbara for next month to prepare. In this situation, one can be following a procedure, but if it's not in writing and dated, it doesn't count. Hope as many board members as possible can attend. Will get times to us. Perhaps Board can come here for pot luck lunch that day around 12:00-12:30 to meet Lou. Ann will bring desserts. Leo will bring 6ft hero. If Karen can be available to answer questions on tutor training.
- 6. **Summer Events:** Barbara S. We'll be moving forward to similar event as last summer with Debra Winger. Connie will contact Debra Winger to see if she can host local author's event. Sunday July 25<sup>th</sup> is target date at either 3:00 or 5:00. We won't sell books but local authors can set up their own. We'll have a reception and possibly ask local merchants to donate. We need to have Board Members sell tickets. We need Board Members to attend. College gave space to us almost free, and attendance last summer was poor. Perhaps each board member can be responsible for selling 6 tickets. We will also do journal: \$25, \$50, \$75. Made most of our money from ads. James Goldfarb did the entire journal for no cost. We'll be sending another solicitation mailing. Asking all Board Members to spread the word that we will have journal. We were thinking of 8/8 but that's date of Renaissance affair. Date will be set by those who can attend; i.e. authors, Debra Winger, Andrew Neiderman, etc. Committee members are Barbara Sush

## **VI. Old Business:**

- a. Peer Worx is going well. Ann will be taking over and meeting with Connie to get information. Goal is to have 12:12 we have 10:12. Each week that goes by we gain in that area. Good attendance. Tutor Chat session was poorly attended. Several recommendations were made and given to Connie.
- b. No Info on Path Stones.

## **VII. New Business:**

- 3/1 & 2 Advocacy Day in Albany. Don't know who can attend that day. Perhaps we can mail letters to Gunther and Bonacic (state senator and assemblywoman). Proposed next budget is a 40% cut to adult literacy education for next year. Connie will mail everyone a skeletal letter to submit to legislators.
- Sign for Sullivan Renaissance will be giving out grants in about a month. We can write a grant for Category A and be eligible for \$1,000 dollars. We can possibly win \$3,000 for beautification of our Bethel Site. If we wanted to enter as Category B: we could do a project here and one at Bethel. Then you get \$1500 and a summer intern to work the project with you. We can do slight improvements here (trees between our lot and skateboard park). Can win \$10,000. We do meet the criteria for writing a grant. There are extra prizes too. Can we get sign close to the road? That's a town issue. Leo will follow up on that. Barbara Sush will head this up. All Board Members will be on committee. She will need everyone's help because one part of it is keeping a journal. Ken can take before and after pictures. Need a treasurer, etc. It will take more than just a couple of us. Grants awarded in March and prizes are awarded in the summer. Jaime Noeth will spearhead fundraisers with Barbara to supplement money we receive to participate. Probably a good portion of \$1500 will be spent at Bethel Site as we are just starting there. We will have to put together a preliminary budget. We will look at a packet next meeting. We will have time set aside for that at next meeting. Motion: Mary May: to create a committee in charge of beautification second Leo. Passed.
- Monticello Middle School Family Reading Night on March 4th: Can we hand out a flyer with a coupon for buy one, get one free. In past we were not allowed to publicize books. C. Wylie will get back to committee.

## **VIII. Director's Report:**

- Raised almost \$6000 from fundraising letters.
- Received monies from Monticello School District –Peer Worx.
- We were supposed to get 28,000, now down to 25,000 from state ed. We're hoping to prevent 40% cut to this amount in next year's state budget.
- In separate packet Student-Tutor Recognition Dinner concerns: We need space. It's becoming very labor intensive because of book shelves. Pick date in May. We can have fire dept for \$20 per hour. We give \$300.00 deposit. We have to clean up or lose deposit. Move: Leo to move into firehouse. Seconded by: everyone. Decided on: May 19<sup>th</sup>, 3<sup>rd</sup> Wednesday of May.

- A list of committees was submitted with Director's Report.
- We have a Student Recruitment Committee. Janet is chair. Asked her to: Please take look at goals. Please meet and think about making a plan to get to ESL teachers throughout county. So they can talk to parents of students, approach or make presentation at Head Start.

**IX. Motion to adjourn: Moved: Leo seconded Cathy Schirick. 8:01**