

Officers:

- Anna Milucky  
President
- Barbara Sush  
Vice President
- Kenneth Wilson  
Treasurer
- Christine Wylie  
Secretary
- Barbara Kaufer  
Bookstore  
Manager

# Literacy Volunteers of Sullivan County, Inc.

*An accredited affiliate of ProLiteracy Worldwide*

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Members:

- June Barrett
- Patricia Flynn
- Leo Glass
- Jamie Noeth
- Juanita Ortiz
- Olga Parlow
- Helen Rados
- Cathleen Schirick
- Debbie Speer
- Karen Stewart

Executive Director  
Constance A. Keller

## AGENDA - BOARD MEETING

**November 8, 2011**

**Meeting opened 5:01**

**I. Members Present:** Anna Milucky, Connie Keller, Ken Wilson, Barbara Kaufer, Barbara Sush, June Barrett, Christine Wylie, Debbie Speer, Leo Glass, Karen Stewart, Patricia Deagle, Patricia Flynn, Jill Atkins and Marilyn Stein (new members). **Absent:** Juanita Ortiz, Olga Parlow, Cathleen Schirick, and Jamie Noeth, and Helen Rados.

**Acceptance of Minutes for October:** Debbie Speer/June Barrett.

### II. Reports

**a. President:** Anna Milucky. Getting ready to send out fundraiser letter. Please email Connie some names and addresses you think can make contributions. Also in the future, if you cannot make the meeting, please let Connie know as it's in By-Laws.

**b. Treasurer:** Patricia Deagle: Last month's report included \$4,600 dollars for the roof. We didn't spend it on roof. It was spent on other needs. Please see report. Ken Wilson suggested we transfer funds into Money Market account as it accrues interest and others don't. If possible we should withdraw less from the MM account in future. On Peer Worx balance we did not make transfer of \$2,000 dollars as suggested last month. Motion: Transfer \$5,000 dollars from Peer Worx into the Money Market Account. Transfer \$3000 dollars from Read it Again Book Store to the Operating Fund and transfer \$2000 dollars from Money Market Account to the Operating Fund. Moved: Ken Wilson/Leo Glass.

**c. Bookstore Manager:** Barbara Kaufer: See report. Our sales are down from last month: about \$2,300 dollars from last year. Bethel's figures are not included in this report but will be added in the future.

### III. Committees

**1. Foundations/Philanthropic:** Chair: Connie Keller, Gen Dainack. Nothing to report.

**2. Personnel (annually):** Chair: Barbara Kaufer, Leo Glass: Need to go into executive session to vote on contract for next year. Particulars for Secretary in contract remains the same. Moved: Ken Wilson/ Barbara Sush.



- 3. Strategic Planning:** Chair: Anna Milucky, Olga Parlow, Barbara Kaufer, and Connie Keller. Nothing to report.
- 4. By-Laws:** Chair: Barbara Kaufer., Debbie Speer, Leo Glass and Connie Keller. Nothing to report.
- 5. Energy:** Chair: Leo Glass, Jamie Noeth, Connie Keller, Helen Rados, and Barbara Sush. Nothing new to report. Barbara Sush stated that Helen Rados wanted to know the status of our application for a free energy audit. Connie completed it and sent it on line. Thus far she hasn't heard anything. Connie will try to make contact and find out status.
- 6. Book /Bake Sale:** Chair: Pat Flynn, Kenneth Wilson, Barbara Kaufer and Connie Keller: Nothing to report.
- 7. Farmers' Market:** Chair: Christine Wylie, June Barrett, Helen Rados, Debbie Speer, and Anna Milucky. Nothing to report.
- 8. Student/Tutor Recruitment: Chair:** Anna Milucky and all Board Members. June Barrett will be addressing Bethel Lions on Thursday. Connie gave her packet.
- 9. Large Fundraiser:** Chair: Connie Keller, Kenneth Wilson, and Debbie Speer. Discussed quilt fundraiser. Committee will meet. Christine Wylie brought up the possibility of pursuing a Pampered Chef fundraiser. She will get more information.
- 10. Bethel Site:** Chair: Leo Glass, Barbara Sush, Jamie Noeth, and June Barrett. A picture of the sign was sent via email to all board members. Discussed sprucing it up in the Spring. The Past Perfect bookshop has duplicates of books that can be donated to the Read it Again bookstore. Leo Glass will get 20 boxes. Young mothers have come in to the store and asked about being open on Saturdays. June said she's willing to work every other Saturday in the Spring for a couple of hours. We have a couple of people willing to volunteer. If anyone wants to give any time to set up children's reading time in the Spring, please let Connie know. Jill Atkins volunteered.
- 11. Fundraising Letter:** Chair: Anna Milucky and office staff: The letter will go out next week. Connie will email list of names to us so we don't get duplicates.
- 12. Bank Tag Sales:** Chair: Anna Milucky and office staff. Nothing to Report.



**13. Board Nominating:** All Board Members: Jill Atkins and Marilyn Stein were nominated and welcomed. Debbie Speer/Kenneth Wilson. Anna Milucky will do orientation.

**14. Student-Tutor Recognition Dinner:** Chair: Debbie Speer, Ken Wilson, Anna Milucky, Leo Glass, Barbara Sush, Helen Rados, Connie Keller and office staff. Nothing to report.

**15. Director's Report** (attached):

- Look at Grant/Funding information. See report for opportunities.
- Public Relations: flyers with information about how to become a tutor, (in English and Spanish) were sent to ESL teachers in Monticello, and Fallsburg.
- Roofing estimates are not comparable. Jim Carnel will meet with bidders. Motion to allow Connie to spend up to \$5,000 dollars on roof with bidder suggested by Jim Carnell. Moved: Barbara Kauffer/Debbie Speer.
- Karen Stewart: We have 12 tutor trainers who we'll be able to train. Only 2 sessions left. Worked out well. 6 Thursdays. This is a new/improved training suggested by Literacy New York which includes much more support from office.

**IV. Old Business: None**

**V. New Business:**

- Large Fundraisers: Perhaps we can get few vendors including Pampered Chef to partake in event.
- There was a suggestion about having another author signing event. Discussed that we had a very small turnout in our last one and need to consider if it's a worthwhile fundraiser. Fundraising committee will get together and give report.

**VI. Miscellaneous:**

- In February will be participating in a Dessert Extravaganza. It's not on report. Proceeds benefit the Town of Bethel.
- Debbie Speer will be meeting with Clara Fix to find out the number of computers and desk donations we will be receiving from Social Security. They cannot hold onto computers for more than 2-3 years and have to give them to non-profit agencies.
- Barbara Sush: Wednesday of next week there will be a meeting for the Professional Woman of Sullivan County at the Nugget. Barbara Sush will give a presentation about Literacy Volunteers.
- Next month's meeting is December 13<sup>th</sup> at 5:00. Maybe we could meet at a restaurant. Anna Milucky will look into.

**VII. Adjournment: 5:50** Christine Wylie/Debbie Speer.

