

Literacy Volunteers of Sullivan County, Inc.

An accredited affiliate of ProLiteracy Worldwide
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MINUTES

LVSC BOARD MEETING SEPTEMBER 11, 2012

Board of Directors

Officers
Anna Milucky,
President
Barbara Sush, Vice
President
Patricia Deagle,
Treasurer
Christine Wylie,
Secretary
Barbara Kaufer,
Bookstore
Manager

Members
Jill Atkins
June Barrett
Leo Glass
Jamie Noeth
Juanita Ortiz
Olga Parlow
Helen Rados
Marilyn Stein
Karen Stewart
Dave Thomson

Executive Director
Constance A. Keller

I. Members Present: Connie Keller, Christine Wylie, Leo Glass, Marilyn Stein, Jill Atkins, Barbara Sush, and Dave Thomson. Voting Quorum 8: Barbara Sush voting for Jamie Noeth in absentia.

Members Absent: Anna Milucky, Patricia Flynn, Juanita Ortiz, Cathy Schirick, Patricia Deagle, Helen Rados, Olga Parlow, Barbara Kaufer, and Karen Stewart.

II. Acceptance of Minutes: Marilyn Stein and Jill Atkins.

III. Reports

a) President: Anna Milucky: absent. Barbara Sush sitting in. Anna announced she will be stepping down by December 2012 as President but will remain on the Board.

b) Treasurer: Patricia Deagle: absent. See Report. Motion to transfer \$1,000 dollars from the Past Perfect Book Store and \$4,000 dollars from the Read it Again Bookstore into the Operating Account for a total of \$5,000 dollars to cover expenses for the month of September, 2012. Also recommended to move \$2000 from Read It Again account to Money Market Savings.

Moved: Jill Atkins/ Marilyn Stein. One abstention.

c) Bookstore Manager: Barbara Kaufer: Absent. Patricia Deagle is temporarily overseeing financial reports. See Report. Bookstore is doing very well, income for June, July and August, 2012 exceeded same months for 2011.

IV. Committees

a) Foundations/Philanthropic: Chair: Connie Keller, Gen Dainack: Pat Deagle filled out application for a grant to David Baldacci to pay managers for hours they worked at book store for the summer (asked for \$7,000 dollars). Haven't heard anything about United Way.

b) Personnel (annually): Chair: Barbara Kaufer/Absent, Leo Glass. Welcome to our new Board Member Dave Thomson.

c) Strategic Planning: Chair: Anna Milucky, Olga Parlow, Barbara Kaufer, and Connie Keller. Motion to adopt Strategic Plan for 2011-2013 as an ongoing document. Moved: Barbara Sush/Leo Glass.

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- d) **Student Retention:** Revisited idea of having students who receive tutoring give a \$10 dollars deposit to be returned upon completion of 6 months. Some people may not be able to afford it. Call it materials fee? Fee non-refundable if leave before 6 months. Perhaps have survey asking how students would feel if this occurred.
 - Or, approach it from reward angle: for every month a student completes an award will be given, i.e., free book. Too many students take advantage of tutors: not showing, not calling. They may be more serious if there is a deposit and/or fee involved.
 - We need volunteers to call tutors and see how everything is going. Could tutor hand in monthly sheet? No, won't work. Tutors don't call in to say when something hasn't worked out. Often lose the tutor. What's another solution? Email?

- e) **By-Laws:** Chair: Barbara Kaufer, Leo Glass, and Connie Keller. Nothing to report.
- f) **Energy:** Chair: Leo Glass, Jamie Noeth, Connie Keller, Helen Rados, and Barbara Sush. Leo went through energy report and will have meeting. Will implement items that are feasible.
- g) **Book /Bake Sale:** Chair:Barbara Kaufer, and Connie Keller. Nothing to report.
- h) **Farmers' Market:** Chair: Anna Milucky, Christine Wylie, June Barrett, and Helen Rados: Doing okay. Pretty much over now.
- i) **Student/Tutor Recruitment:** Chair: Anna Milucky and all Board Members. Leo Glass has an appointment with Social Services to hand out LVSC flyers to caregivers in Spanish and English. Barbara Sush can bring flyers to Child Services. Flyers went home to every ESL student last year in Monticello School District without response. Perhaps we can have schools place a flyer on their Web pages, or other media that parents might have access to? We can also deliver flyers to parents right at parent/teacher open houses. However, parents not in attendance need to be reached also.
- j) **Large Fundraiser:** Chair: Christine Wylie, Connie Keller, Leo Glass, Patricia Flynn, and Marilyn Stein. Will have meeting prior to next Board Meeting.
- k) **Bethel Site:** Chair: Leo Glass, Barbara Sush, Jamie Noeth, and June Barrett. Nothing to Report.
- l) **Fundraising Letter:** Chair: Anna Milucky, and office staff: Nothing to report.
- m) **Bank Tag:** Chair: Anna Milucky, and office staff. Nothing to report.
- n) **Board Nominating:** All Board Members: Dave Thomson has joined our board. He is a tutor volunteer, not currently tutoring.
- o) **Student-Tutor Recognition Dinner: Chair:** Connie Keller, Anna Milucky, Leo Glass, Barbara Stein, Helen Rados and office staff. Nothing to Report.
- p) **Story Time Room:** Chair: Christine Wylie, Jamie Noeth, Helen Rados, Marilyn, Stein, Jill Atkins, and Connie Keller. will have a meeting prior to next Board meeting.

V. Director's Report

Literacy Volunteers of Sullivan County, Inc.

- Oct. 7th Bethel Harvest Festival. We share a table with Liberty Library. We need 3 people. We will do an activity with children and sell books/provide information. Barbara Sush came up with an activity. Festival runs from 11 a.m.-4 p.m. with set up 10 a.m. We can do it in two shifts: 10-1 and 1-4.
- Publicized Tutor Training- Thursdays Sept 20, 27, Oct 4, 11,18, 25 5:30 p.m.-8:30
- Please see Director's Report for more information.

vi. Old Business

- **Please review again the plan for Student-Tutor Recruitment for 2012-13 before the next board meeting and submit proposal with ideas you can commit to. If you cannot attend the next Board Meeting please send it via email to Connie Keller.** Connie will send plan via email to all board members.
- Question about who managed computer lab last year-Susan managed Lab but Dollar General Grant ran out.

vii. New Business

- Revisited organization plan for 2013.

viii. Miscellaneous

- Motion to take out ad for up to \$50 dollars in Professional Women's Journal. Moved: Leo Glass/Marilyn Stein.
- Board members please bring in your tickets for quilt at next Board Meeting. Drawing is October 15th.
- Board Members please return Tutor and Student Recruitment Opportunities List given at Board meeting July, 2012 indicating areas that you are able/willing to address
- Board Members please let Connie know hours you are available for Bethel Harvest on Sunday October 7th. There will be two shifts: 10:00am – 1:00pm and 1:00pm – 4:00 pm.
- Leo will be purchasing 4 surveillance cameras for bookstore.

ix. Adjournment: Motion to Close at 5:52: Christine Wylie/Leo Glass.