

Literacy Volunteers of Sullivan County
LVSC Board Meeting
Sept 24, 2013

Members Present: Leo Glass, Patricia Deagle, Christine Wylie, Barbara Kaufer, Linda Browne, Helen Rados, Marilyn Stein, Karen Stewart, Dave Thompson, Connie Keller, Ginny

Members Absent: Barbara Sush, Jill Atkins, June Barrett, Anna Milucky, Jamie Noeth, Juanita Ortiz, Diana Rumsey

Acceptance of Minutes of Sept. 10th Board Meeting. There was no quorum: Dave/Helen

REPORTS:

President's Report:

The Board may have up to twenty members. We need to have some new Board members. Current members should bring a name to the Board for consideration.

Leo will not be at the Oct. meeting. He will ask the vice president to preside.

Treasurer's Report:

Pat has moved the treasurer's report from by hand to Quick books. It should be easier to follow and find information.

There were some questions regarding the budget. It is based on the 2012-2013 expenditures. At this point, we are in the black. The Board will review the budget and email Pat with any questions. However, Connie needs the completed budget for up-coming grants. We can pass the budget and amend if necessary.

The budget was approved subject to amending as needed and motion passed to move the money as suggested in Sept. 10, 2013 Treasurer's report.

Dave/Marilyn

Energy Committee:

Leo had talked Schmidt's Wholesale. They have a heating engineer on staff and will look over the system and make suggestions. Once that is done, we should have 3 proposals regarding the HVAC systems.

The energy costs run about 19K – 22K a year.

Farmer's Market:

Helen went to The Chapin Estate. Residents there are more likely to donate books rather than take tutor training.

Student/Tutor Recruitment and Retention:

Dave will set up a meeting.

Large Fundraiser:

Sue Diamond sent a report of her suggestions. The Board will review and decide on a course of action.

Children's Story Time:

Story Time's are the 1st Sat. of the month from 11-12. Most of the children coming through are doing so through the efforts of Larry McCall, not through advertising or parental involvement.

Christine and Connie met and assigned all Story Time committee members a month that would be their responsibility. If there were a conflict, the assigned member is to find a replacement.

It was suggested that all Board members could participate in Story Time, not just the Committee. Also suggested was to invite tutors or students to read. Other suggestions included posting a sign up calendar for each Sat. similar to the process that is done for the Farmer's Markets.

Promotional Materials:

Marilyn sent out the Story Time information to the media outlets. She created flyers in English and Spanish.

The Financial Literacy promos are in the papers.

Leo suggested getting the summer flyers out in May

Ad Hoc reports:

Grants:

No report

Policy & Procedures

No report

Director's Report:

Read Sue Diamonds' suggestions. Connie liked the "friend-raising" concept as well as bring friend to a meeting at the Literacy Center and talk about our mission.

We will discuss and vote on the proposals at the next Board meeting.

GED programming is running.

Connie is searching for and writing grants for things that we do already so we don't get stretched too thin.

Connie presented a new procedure and a by-law change.

Pat moved to amend the procedure which states:

"In the absence of a quorum at any regularly scheduled board meeting, the members present may vote on the acceptance of the minutes and the portion of the treasurer's report dealing with transfers of money, so that the bills can be paid in a timely manner."

Discussion:

Some concerns and ideas included the use of email if something comes up that needs immediate resolution. However, the executive committee has the authority to act for the Board between meetings.

Connie emails the minutes so any Board member can express a concern, if there is one but then there is no discussion. We will continue to review this procedure at the next meeting.

By-law change to Article V Section 7 of the by-laws:

As it now states:

Members of the Board are required to attend all meetings. A board member who will not be able to attend a meeting must notify the President of the Board or the Program Director. A telephone call to the President or Program Director prior to the meeting, explaining the reason for the absence, is required.

The excused absence will be reflected in the minutes under the heading "Members Present".

After three unexcused absences, a Board member will be granted Associate Board member status.

Proposed change:

Members of the Board are required to attend all Board meetings. A Board member who will not be able to attend must notify the President of the Board or the Executive Director prior to the meeting, by telephone or email, explaining the reason for the absence. **Examples of excused absences are:** personal or family illness, death in the family, work conflict, and planned vacation. Up to three excused absences are allowed in one **fiscal** year. More than one unexcused absence **may** result in the immediate expiration of the Board member's term

Absences shall be reflected in the minutes under the heading "Members Present".

Discussion:

What is the definition of "excused" vs. "unexcused"?

We need to know how many members will be attending a Board meeting for quorum and voting purposes.

The fiscal year runs from July 1 to June 31.

Should we use proxies for voting?

Motion to change the by-laws passed

Meeting adjourned 6:03pm