

Literacy Volunteers
Board Minutes
March 11, 2014

- I. Following stalwart members were present: Karen Stewart, Leo Glass, Connie Keller, Barbara Sush, Pat Deagle, Barb Kaufer, and David Thomson who was conscripted into secretary services. Connie indicated we had enough for a quorum.
- II. Minutes of previous meeting were approved as submitted.
- III. Reports
 - President: Leo indicated that we should continue to make effort to have meetings at which we have no side conversations as occurred in part at our last meeting. Leo also indicated he is willing to work on problems one on one if needed. Leo also noted that resignations have been submitted by Marilyn Stein and Jamie Noeth, effective immediately. Barbara Sush submitted her resignation effective May 1 (to which the secretary said “boo”). Leo indicated it is not necessary to vote to accept a resignation.
 - Treasurer: Submitted report reflecting large expenditures for oil, a copier, burner repair etc. Motion made to approve report and recommendations to move funds from certain accounts to meet expenses. Motion approved.
 - i. Bookstore had less income this past month in part due to poor weather. Since this is a major fund raiser, consensus was to speak more of it on radio spot announcements... Connie to talk with Thunder and SUL/VOS. Also need to counter impression the bookstore is just for needy. Perhaps stress some of the more popular authors we carry. Someone remarked we might contact publishers about excess printings, though someone remarked it might in too large a quantity for us.
- IV. Committees
 - Foundation/Philanthropic--- We had relatively few letters returned from the mass mailing publicizing the recognition booklet for the Student/Tutor dinner. Currently have over \$500 in subscriptions. Connie, referencing her Director’s Report noted over \$600 raised at Nadia’s Buffet event and the Dessert Extravaganza raised over \$600 in ticket and 50/50 revenue.
 - Energy-- the committee had not met to discuss proposals, but Leo verbally presented quotes from two sources. Work to be done include spraying insulating foam from the underside of the roof and the walls between the roof and ceiling. Also there will be some fire retardant spray added on the ceiling of the boiler room.
 - i. The proposal to complete the project for approximately \$21,000 was approved through approval of a motion made by Barb, seconded by Karen. Leo was to sign the contract once the insurance documents agreed with the quotes, as the same person submitted quotes in name of Foamco and Dr. Energy Saver.
 - ii. There was some discussion about the fuel line may have to be dug up. Also the fuel tank, given its age, may be a liability. Leo indicated the solution would

include installing two tanks inside the boiler room and getting outside tank removed. This was not acted upon and was informational only.

iii. Comment was made that some thermostats don't work. Leo indicated they would have to be replaced by less expensive ones as part of the boiler upgrade which is still being discussed.

- Student Tutor Recognition There remain some board members, according to Ginny, who had not reported results of calling tutors. Ginny was to send listing to Dave for follow up. Connie indicated tutor training seems to be on track and is starting soon.
- Large Fundraiser. Barb reported we have had over \$700 in ads placed for the journal so far. 21 April is a hard deadline for submissions in order to have enough time to format and print the journal. Board members were urged to submit ads from themselves or their employers. Motion made by Barb and seconded by Pat for each Board member to pay \$10 to fund a full page ad in the Journal from the Board, thanking tutors. Motion passed.
- Board Nominations --- All were encouraged to submit names for consideration.
 - i. Did review letter of interest from Mary Ellen Hubbard which described her interest in the Literacy program, to include being a Board member. Pat moved and Barb seconded to approve her for Board membership. Motion passed
 - ii. Connie noted that Cindy Bennedum and Hillary Eglund have verbally expressed interest in joining the board. They work at the college and have a lot of responsibilities with fund raising and community events. Consensus of the Board was to request they submit letters of interest.
- Student Tutor Recognition--- Anna and Leo will be reaching out for help with food and decorations. Connie reported that Job Corp has been reported and a person to run the kitchen (Gene Donfrio??) has signed on. Pat requested from Connie a listing of the tutor and VIP invitations be sent to her for inclusion in her master mailing list.
- Children Story Hour – Connie reported it was continuing.
- Promotional Materials--- Leo observed that there seem to me no chair or members on the committee and asked for volunteers. Meanwhile, Connie said she will assume these duties.
- Ad Hoc Committee--- Leo announced that we have a large task of raising money to pay for the energy improvements that have been discussed. Some asked if this was the committee to handle this, as the energy committee has been doing this. Leo indicated this is where it should be. First task if to finish a direct appeal letter for major donors. Members of the energy committee— and others, who are interested, will meet about the appeal letter and perhaps simple attachments on Thursday, March 20 at 5PM.

V. Announcements

- Pat wants lists used for mailings to combine into a master list for future mailings
- Mentioned we should seriously get involved in the Bagel Fest as it was a very popular event last summer.

- Dave mentioned the Summit for Nonprofits, being held on April 27. He will send an email blast to Connie for distribution. There are some changes in non-profit law which is a significant part of the program. Registration is \$45 per person and can easily be done on the internet.

David F. Thomson
Acting Secretary