

Literacy Volunteers of Sullivan County

LVSC Board Meeting Minutes

April 8, 2014

Members present: Leo Glass, Patricia Deagle, Barbara Kaufer, Jill Atkins, Linda Browne, Marilyn Stein, Anna Milucky, Mary Ellen Hubbard, Dave Thomson, Karen Stewart, Connie Keller, Virginia Connell

Members absent: Barbara Sush

Acceptance of Minutes: Karen/Barbara K.

REPORTS:

President:

The contract for the roof insulation went out with \$4200 down payment. Work will start on the 19th. Total project cost was \$21,000.

Treasurer:

Money is down due to the roof insulation project. There is an oil bill pending. Pat recommended a transfer of \$3500 from the money market and \$1000 from the Read It Again account to the operating account. Approved: Anna/Karen

Bookstore:

Bookstore sales are still down by about \$1500. Hopefully the spring will improve the sales. Barbara reported we had one very snowy Saturday where we took in \$197. Daytop donated 7 pallets of books. Approved Anna/Karen

COMMITTEES:

Strategic Planning:

The committee will meet and review the strategic plan.

Energy:

We have taken the first step to solving our energy problem by replacing the insulation. Maybe the work should be done in phases. Dave brought up the fact that this may create the impression of constantly soliciting money. We are currently losing 58% of our heat through the roof. Mary Ellen pointed out the roof insulation may change our other needs. Pat agreed with Dave, she mentioned we should clearly explain the phases in the request for funds if we decide to go that way. The committee will meet 4/23.

Student/Tutor Recruitment & Retention:

Those that were asked to call tutors are caught up. Connie has spoken to the Professional Women of Sullivan County and the Monticello Rotary to recruit tutors. Both were well received.

Large Fundraiser:

Barbara and Connie have been working on the program brochure. \$2100 has been brought in with the ads including \$500 in advertising with Thunder 102 in exchange for a full page ad. Each Board member will contribute \$10 for an ad. There is still time to place an ad in the brochure.

Board Nominating:

Anna mentioned Juliette McKerrell would be interested in joining the Board. Cindy and Hilary from the college will be sending letters of interest.

Student-Tutor Recognition Dinner:

The dinner is pretty much all set. Linda Browne will be making the ham. We need someone to sing the national anthem. Leo mentioned Lori James could sing. Connie recommended Ann Salinsky to lead the audience. Anna will contact the potential singers. Barbara K. recommended we have one page of the program with the words of the song.

Promotional Materials:

Connie will be heading up the promotional materials committee. Connie would appreciate the help of anyone who would like to join the committee. Every Board member received a package of flyers and business cards to distribute. Connie has been on WSUL monthly to talk about the bookstore, courses we are offering and the ongoing tutor training. Our classes are reasonably priced and benefit the community.

DIRECTOR'S REPORT:

We will be closed on Saturdays during the insulation of the roof. Pat asked if Saturday was the busiest day. Barbara K. said the busiest day is not necessarily Saturday it depends on the week.

We are inviting our most generous donors to the Student-Tutor Recognition Dinner this year. Karen suggested inviting the people in the current tutor training to the dinner. The Board agreed.

OLD BUSINESS:

Connie was asked to apply for a booth at the Monticello Bagel Festival August 17th 9am – 4pm. They have our application and check.

Pat recommended setting up a committee for the Bagel Festival. The event was very successful last year. Pat will chair the committee. Anna, Jill, Mary Ellen and Barbara K. joined the committee.

An event has been organized by the Monticello Fire House for nonprofits on September 13th. We will be selling books.

NEW BUSINESS:

Anna mentioned that the story time for April was very successful. Dana from the school was excellent. Larry brought all the children again. The children were all very excited to pick books. Anna took pictures. Mary Ellen recommended taking the pictures to the community events we are involved in. Connie recommended inviting the press to the May story time.

Dave brought up the Revitalization Act put in place by Governor Cuomo. The idea behind the act was to have the information submitted for state grants to be kept on file. This may be a bit of work for Connie as the act requires more information from the nonprofits including additional documentation and updated policies. Connie reassured the Board that the task is not as bad as it seems. The Literacy

Volunteers of Westchester have offered to share their policies. Dave recommended re-sharpening some committees to review these policies. Dave also suggested giving more than one person administrative rights to avoid issues with that one person leaving or being unable to perform the work.

Meeting Adjourned: Anna/Jill