

Minutes for October 13, 2014

Present: Dave, Connie, Karen, Dawn, Jane, Mary Ellen

Absent: Leo, Anna, Jill, Pat, Barb, Linda

In the absence of all the officers, by general agreement, Connie conducted the meeting.

Minutes: read and 1 correction noted in attendance list: in the list of those Present, Jill should be changed to Jane.

New Board Member Dawn Ryder was introduced. She has been doing pro bono work in the computer lab as well as working on Barb's, Connie's, and Ginny's computers and those at the Bethel site.

As there was no quorum but funds need to be transferred, we will use email approval to transfer funds as suggested by Pat in her Treasurer's report: transfer \$3500 from the Money Market and \$3500 from the Read It Again account to the operating account to cover October expenses. However, as there is no process listed in the By-laws for this kind of approval, the By-laws Committee should see about amending the By-laws so we can use email like this in the case of emergencies. Dave pointed out that absent a quorum, approval for the transfer of funds can be effected if 3 out of the 4 officers so approve.

Dave reported on student recruitment and retention matters. We get requests for presentations from various groups. Connie does 99% of those presentations, but there are some invitations that she can't do. So we need other Board members to step up and do some of those. Dave handed out a list for each person to fill in indicating when he/she is not available. He also handed out a sample "talk" for those who might not feel comfortable giving one. Dawn spoke about developing a power-point presentation for such events when the technology was available for it at the event site.

The procedure for finding a speaker would be as follows: When Connie gets a request for a talk, she would see which Board members might be available. Connie and Ginny have also identified some tutees who are able to give a good description of what their experience has been. The Board member would give a brief introduction and then the tutee would speak about his/her experience.

Re: teacher recruitment... Karen suggested putting orientation and information for former teachers closer together. Connie stated that over the years, about 2 tutors have been recruited from presentations made to retirees. Teachers who are retiring do not seem to want to commit, at least right away. Connie thought the suggestion for offering Orientation and ESL component one after the other was a good one. At present teachers need only attend two session of training, not necessarily consecutively.

Jane demonstrated how and with what materials she would set up a table and explained the "pitch" she would use to attract both potential students and tutors. She would have a sign-up sheet to allow follow up.

Jane spoke about the upcoming (October 30th) “Literacy Matters March” event which is part of the Monticello Parent University program. Parent University has some event every month. Jane will help us think about whether each monthly theme aligns with what we do and, if it does, how we might participate in the event by having an information table. She will provide a basket of books as a raffle item for the October event and will man the table. She is looking for a volunteer to help her on the 30th. Connie suggested that having both a Board member and a student at the event would be a good idea. The Board member could learn from seeing Jane’s approach to such outreach, but the student, as a recipient of the Literacy center’s services, would be the more important person to have at the event.

Re: the transfer of funds... Connie will contact the officers to get approval for that. Pat’s Treasurer’s Report showed that the Bethel bookstore had done \$400 more business this September than a year ago.

There was some discussion about the cost of computer /phone use at Bethel site..

Connie explained the procedure for having Board members phone tutors to see how things are going, i.e., whether the tutor and student are still meeting, whether there are any problems, etc. This provides information for the office about how things are going and whether there is anything the office needs to do re: either the tutor or the student.

Connie spoke about the results of the Capital Fund-raising letter. None of the checks have been deposited because we still haven’t opened a new account. We need to settle on 4 signers before we open the account. Four people were approved at the Sept. meeting, but one of them, Grace Finley, is moving out of the area and so can’t remain on the Board. Connie will contact the officers to get their approval for opening a new, separate account for the fundraising money with four signatories: the current three plus Dave.

Connie asked Dawn and Jane to think about whether they knew people who would make good members for the Board.

The Children’s Story time for October went well. Dana Taylor from the Rutherford School did the first one, and people to run the story hour are lined for the next few months.

Dave reported that Leo had named him, Dave, as Chair of a new Energy Committee. Pat will be on it as well as Dawn, who is aware of the potential for a conflict of interest (given her husband’s profession), but who has said that will not be a problem. Dave said the Board has to approve the membership of the committee.

Dave, speaking for Pat/the Fundraising Committee said the November fundraising letter will be a general appeal sent to those who did not get the capital fundraising letter. Jane and Dawn have both submitted names to be added to our mailing list. Dave reminded other Board members that Pat has asked us each to provide at least three names of individuals or businesses to add to our list.

Connie spoke about the ESL class being held in Fallsburg. She suggested such a class might also be run at the Rutherford and/or Cooke schools. Jane said she could do an EPIC workshop as there is a good connection with her EPIC (Every Person Influences Children) outreach, the Monticello Central School District and Parent University. Jane will connect Patty Sonnenschein , ESL coordinator at Monticello.

Connie commented again on the kind and amount of work Dawn has done with our tutors teaching them about laptops.

Mary Ellen mentioned our need to set a date for next year's Student-Tutor Recognition event. Dave emphasized the need to set the date soon since we will again be seeking ads for the program.

Dave spoke again about the authority the officers have to make decisions when they are needed quickly between Board meetings for things like the REAP grant and other new initiatives Approval of a decision needs the assent of three out of the four officers. It is good to have a concise procedure to do this.

Because we don't have a quorum, Connie will email the Board members to see if it would be possible to have another meeting next Tuesday or Thursday with sufficient numbers for a quorum.

Submitted by Mary Ellen Hubbard