

Literacy Volunteers of Sullivan County

LVSC Board Meeting Minutes

November 11, 2014

Members present: Leo Glass, Patricia Deagle, Jill Atkins, Barbara Kaufer, Mary Ellen Hubbard, Karen Stewart, Dawn Ryder, Dave Thomson, Connie Keller

Members absent: Jane Sorensen, Anna Milucky, Linda Browne, Virginia Connell

Acceptance of Minutes: Karen/Pat

REPORTS:

President:

Leo thanked everyone for attending on the holiday. Leo conducted a poll whether the board members have been the owner/manager of a business and asked that all board members approach the Literacy Volunteers as a business. The success of the business depends on how we run it. Leo asked for recommendations to increase board attendance.

Treasurer:

Pat reviewed the Treasurer's Report. She recommended a transfer of \$1,000 from the money market, \$3,500 from the Read It Again account and \$1,500 from the Past Perfect account to the operating account. Approved: Dave/Mary Ellen

Leo recommended listing expenses over \$1,000 as a separate line item in the Treasurer's Report.

COMMITTEES:

Foundations/Philanthropic:

Two \$1,000 checks from Wal*Mart have been received.

The Paypal account attached to our website for donations has not been transferring money to our checking account as had been assumed. Money has not been transferred in 2 years and was to be sent to NYS unclaimed funds, however the issue has been cleared up and \$701 will be deposited into our checking account.

By-Laws:

Mary Ellen suggested the creation of a board member handbook to outline expectations of board members. Connie mentioned that a current board member should meet with new members to discuss responsibilities. Jill volunteered to meet with new members.

Student/Tutor Recruitment & Retention:

Dave brought up that the committee has been trying to increase board member involvement for speaking engagements. Each board member was asked to provide details of availability. Connie put together an outline and distributed to each board member.

Large Fundraiser:

Our capital fundraising brought in \$3,550. The second fundraising letter will be sent out in November. Each board member is asked to submit new names for our mailing.

Board Nominating:

Dawn nominated Audrey Borella and Rhonda Zoll. Letters of intent will be sent to the board before the next meeting. Dawn also mentioned Ann Larsen, the librarian at Sullivan County Community College and Marist College, may be interested in joining the board.

Student-Tutor Recognition Dinner:

Dave asked if a date for the Student-Tutor Recognition dinner can be set. Anna is the chair. Connie will reach out to her and see if she can propose some dates that work for her.

Children's Storytime:

Storytime is going well. The program was restarted in October and has volunteers for November and December.

Energy:

The REAP application is moving along however we need an engineer's survey of our system. The committee met with William Hauser. His survey would cost an estimated \$4000 which can be included in the REAP grant. Leo contacted a second engineer, Mark Fellenzer, and would like a second opinion on cost. Connie was hoping to submit the application within the next three weeks. Connie will ask if she can submit the other materials to get our application in the pipeline before receiving the engineering proposal. Leo asked the decision for the engineer be made at the next board meeting.

Dave suggested the Energy Committee meet with other engineers and be given the authority to make the decision. Motioned by Pat to give the authority to the committee, seconded by Jill.

Dave asked for any names of engineers to be forwarded to Connie. He also suggested the fundraising committee meet with the REAP representative with Connie. The committee would be willing to help Connie with the remainder of the application.

Connie reminded the board the REAP grant will cover 75% of the HVAC renovation in the best case scenario, 50% on the lower end. Our insulation expenses cannot be added in.

Connie spoke about removing books from obstructing radiators. The energy committee offered to help however Connie would like the bookstore volunteers as they are more knowledgeable about the books. Dave will inspect the progress in two weeks. Connie thanked the board members for their willingness to help.

DIRECTOR'S REPORT:

Connie brought up that Literacy NY is implementing tutor training online. Connie will check to see if this is a viable option. With online training there would be a constant influx of tutors throughout the year compared to the two classes currently.

Meeting Adjourned: Mary Ellen/Dawn