

## Literacy Volunteers of Sullivan County

### LVSC Board Meeting Minutes

January 19, 2016

Members present: Leo Glass, Jill Atkins, Barbara Kaufer, Jane Sorensen, Vivian Ginsberg, Lillian Tighe (phone), Connie Keller, Angela Dutcher, Ginny Connell

Members absent: Patricia Deagle, Christine Ahlberg, Gaye Donofrio, Linda Browne, Margaret Hotchkin, Marc Mendelsohn

Acceptance of Minutes: Vivian/Jane

#### **REPORTS:**

##### **President:**

Leo announced Audrey has resigned from the board and read her resignation letter. She is moving to Florida.

##### **Treasurer:**

Money was transferred last week. The total was \$14,000. Approved: Barbara/Jane

Vivian asked about the misc funds on the treasurer's report. Pat will be sending out an explanation. The board has asked for the organization to use Quick Books. Pat was against the office using the program. Leo suggested Angela does the breakdown of what bills are paid every month and that Pat reconcile the books. Angela will do this going forward.

Vivian asked how checks were paid. Angela explained the checks must be signed by two board members then all amounts are sent to Pat to record.

##### **Bookstore:**

December was a good month for the bookstore.

#### **COMMITTEES:**

##### **Personnel:**

Angela's contract was reviewed. Barbara made the motion to approve the contract, seconded by Jane.

Vivian inquired about evaluations, the committee is responsible with input from the board.

Barbara reported we were searching for a Program Coordinator (Ginny's job). Christine Ahlberg will be taking the position, however, this means that she will have to step down from the Board. The proposed contract will be emailed. She will be starting in April.

We have been paying Skye \$10/hour on Saturdays. Joyce is paid \$9/hour (up from \$8.75) one day a week 10am-3pm and on emergencies. Skye mentioned she may leave, if this happens Barbara suggested offering Joyce the opportunity for more hours. The board agreed.

Vivian mentioned the board had spoke about bringing someone on part-time and inquired if Joyce should fill this role. Angela explained at this time weekdays don't seem to be an issue. In the near future, Angela will reach out to see if local students would like to volunteer of Saturdays.

**By-Laws:**

Leo mentioned the next meeting we will focus on the by-laws and vote.

**Fundraising Letter:**

Donations are at \$6,000. Angela will provide a list of donors.

**Board Development/Nominating:**

Leo asked the board to think of potential members.

**Dessert Extravaganza:**

The event will be 2/21. Linda Browne will contact Mary Ellen. Board members will bring raffle prizes. This is a fundraiser for Bethel for our use of the Past Perfect Bookstore.

**Energy:**

We have not received additional info from Fellenzer. The meeting between the Dept of Agriculture and the Dept of Education was canceled. They have requested more info.

**DIRECTOR'S REPORT:**

Pathstone has a volunteer willing to work in Bethel. Angela is meeting with her on Thursday.

Angela is starting to organize the Student-Tutor Recognition Dinner. She will contact the Monticello Fire Department and update the board on potential dates.

**NEW BUSINESS:**

Jane mentioned EPIC is hosting family engagement nights in February at Chase and Rutherford elementary schools. She will set up a table to recruit volunteers and tutors. If anyone else is interested in attending one of the events please reach out to Jane.

Meeting Adjourned: Connie/Barbara