

Literacy Volunteers of Sullivan County

LVSC Board Meeting Minutes

June 14, 2016

Members present: Leo Glass, Vivian Ginsberg, Dawn Ryder, Jill Atkins, Gaye Donofrio, Lillian Tighe, Marc Mendelsohn, Barbara Kaufer, Jane Sorensen, Angela Dutcher

Members absent: Debra Gabriel, Margaret Hotchkin, Patricia Deagle, Diana Mendez

Acceptance of Minutes: Barbara/Gaye

REPORTS:

President:

We have gotten approval from the Dept of Ag and Education. Dept of Ag needs to review the plans. The mortgage will be recorded within 30 days.

Treasurer:

Marc asked about the GED teacher expenditure. Angela explained that it's a onetime expense actually paid for by Monticello High School. Approved: Marc/Barbara

Bookstore:

The bookstore was a little slower in May. Angela doesn't think there are any tangible issues contributing to the decline in sales. Vivian asked if we have security in place for cash handling. Angela pointed out there are no new volunteers. Barbara mentioned that the bookstore is down three experienced employees as they have left over the past few months, maybe that has something to do with the decline. Vivian asked if we have staff development in place. Angela explained that Pathstone is for people looking to be retrained in the work force. We would need an entirely new retail model to retrain workers. We're not there yet but we are improving.

COMMITTEES:

Bank Tag:

Jane showed everyone the bank tag. She suggested making them smaller. Jane spoke to Chase and they will not approve the sale of the tags on a corporate level. Jane mentioned she will reach out to the school. We will also look to ask supermarkets, restaurants and other local businesses.

Board Development/Nominating:

Barbara, Leo, Pat and Jill's terms are all expiring. Barbara is stepping down from the board, she will become an advisory board member. The other three chose to remain on the board. The board voted on officers. The current officers will maintain their positions.

Energy:

Leo will contact the engineer if we do not hear anything by Friday. Consent to mortgage was signed by Dept of Ed. Dept of Ag will sign this week then a closing will be scheduled.

Finance:

The revised budget was reviewed. Dawn made a motion to approve, seconded by Jane and carried.

Fundraising:

Angela asked for board members to join the fundraising committee.

Student-Tutor Recognition Dinner:

The dinner was a success. We made \$1360. Unfortunately, nobody took advantage of the free transportation offered. Attendance was about the same as last year (68 people). Vivian suggested changing the time to make it more convenient for students. Leo suggested giving the tutors more advance notice. Marc offered to contact students that didn't attend and asking why they didn't participate. Vivian suggested we do the dinner every two or three years to increase attendance. Marc suggested rewording the invitation so that it is not implied everyone must bring food. Angela said when she spoke to everyone she did make it very clear they didn't have to bring food; she did not think this was an issue.

Diane Rumsey sent a thank you note to Angela and the board for her plaque.

DIRECTOR'S REPORT:

Angela mentioned she made a new, more professional email address, adutcher@sullivancounty literacy.org.

Diana has resigned. Angela will hold off before hiring another person. Marc suggested we review this decision in a couple of months. Angela mentioned that she has four other people who can help her with tutor testing which is a big part of the Program Coordinator job.

Angela and Marc attended the retreat at the Omega Institute for the consortium. It was Dutchess County Literacy's retreat and they were kind enough to extend the invitation. Angela mentioned the consortium will share board development tools and there is a possibility of a joint advertising effort. Angela mentioned she felt we had the best advertising due to the support of our local radio stations. She was recently a guest DJ on Thunder 102 and was on air for the whole morning. Marc mentioned our board seemed to be a similar size as the others.

Tutor training is now officially online. The first day tutors still have to come into the office. Literacy NY sends an email directing them to the training which they have a month to complete. We will do one class a month. Current tutors will be able to take a refresher course online. It's a very comprehensive program that is completely free. The program will save us from losing tutors as they have to wait for the next class in addition to saving us money.

Jane suggested offering physical training once a year as some people learn better that way. Marc agreed as there are some people uncomfortable using a computer.

Sign language class is happening at the library due to space restrictions. We do not have the space for 15-25 students. August 2nd is the start date. The cost is \$120. We will also be offering Spanish and French classes.

NEW BUSINESS:

Barbara mentioned the Past Perfect sign. She suggested it's not attention grabbing. She suggested getting a big red arrow to let people know the bookstore is located there.

Leo suggested taking either July or August off. Officers can authorize the movement of money.

Dawn mentioned Bethel Woods is offering free tables at Community Day on July 2. There will be fireworks that night. The event is free to the public and museum admission is free for Sullivan County residents. Dawn will email more details to the board. Dawn and Gaye volunteered to work the table for a couple of hours. Jane will also attend if available.

July's meeting will be held in the bookstore.

Angela will be attending the Hurleyville What the Hill? event on 8/21.

Meeting Adjourned: Jane/Gaye