

## Literacy Volunteers of Sullivan County

### LVSC Board Meeting Minutes

July 10, 2019

Members present: Dawn Ryder, Al Feller, Jill Atkins, Gay Donofrio, Vivian Ginsberg, Leo Glass, Marc Mendelsohn, Nicole Newick, Debra Gabriel, Angela Dutcher

Members absent: Patricia Deagle, Alison Mastandrea, Lillian Tighe

Acceptance of Minutes: Leo/Gay

#### **REPORTS:**

##### **President:**

Dawn welcomed the board to the first meeting with her as president.

Dawn would like to establish working committees to reduce the burden of work on Angela.

The working committees that will be established are:

Volunteer Committee – to help with the recruitment and retention of volunteers – Dawn, Marc and Lillian.

Building Committee – to deal with repairs, maintenance, upgrades and insurance issues – Leo, Al and our new board members – Allison Simpson and John Dick

Marketing and Publication Committee – to review all flyers and posters, etc. (not press releases or Facebook postings) – Gay and Vivian

Dawn also proposed a grant committee – which would be on the lookout for new grants. Angela explained we have issues receiving new grants due to being in a good fiscal position. Vivian suggested making necessary capital improvements that could reduce our cash position, put us in a more favorable position for grants and would take care of necessary issues such as our heating system. Leo explained the biggest issue is the buried tank that is underneath pavement (removal will cost a minimum of \$15,000, however a leak will significantly increase the cost). Angela recommended redoing our parking lot first, however the tank will have to be considered before investing in a new parking lot. The newly formed Building Committee will meet and discuss the issues.

The Finance Committee was discussed. Angela explained this is more for when Angela and Pat do the budget than anything else.

The By-Laws committee should be dissolved. By-laws were redone in 2016.

The Strategic Planning Committee will be inactive in the short term.

##### **Treasurer:**

Treasurer's report and funds transfer approved: Marc/Gay

The budget was reviewed. Marc asked why expenses were less on the 2020 budget compared to 2019. Angela explained this is due to a reduction in supplies for programs we no longer offer.

Angela explained the budget is inline with 2019, no big changes took place. Al made a motion to approve the budget, seconded by Debra, all carried.

#### **COMMITTEES:**

**Board Development/Board Nominating:** Dawn introduced the new board members Allison Simpson and John Dick. Gay made a motion to accept the new board members, seconded by Vivian, all carried.

Allison will be serving a one year term, John will be doing a two year term.

#### **DIRECTOR'S REPORT:**

See attached report.

Angela had to let go of Melissa due to an incident. Marc mentioned if she files for unemployment this could potentially increase our future rates paid.

Vivian asked if we have written job descriptions. We do not. Vivian suggested all paid staff and volunteers should have job descriptions, including all training that must be taken. Marc agreed. Vivian suggested during the process, the Executive Director's job description is also reviewed.

Allison suggested we review the code of conduct. Marc recommended having all employees and staff sign an acknowledgement.

Angela expects our numbers to go down with the new TABE standards.

New grants in 2020 will start to weigh HSE students higher.

Since BOCES has cut their TASC program, we have already seen our numbers improve.

Angela mentioned she was approached about a high level conversational ESL class with four or five students. These are students already and we already have such a class, the request was for another meeting time during the week. Angela suggested one on one tutoring to the students. Vivian suggested decisions such as that should come to the board, we do not want to lose sight of our mission simply because of numbers.

#### **OLD BUSINESS:**

Thursday night, 7/11, is Scott Woods' book reading.

The August meeting has been canceled. The Bagel Festival is 8/11 – the raffle drawing will be at 3:30.

The September meeting will be the night of the Tutor Recognition event. Board members will provide food. Please email Angela with what you're bringing. The meeting will be pushed up to 5PM.

#### **NEW BUSINESS:**

Leo suggested we honor the original Executive Director, Connie Keller, by naming the conference room in her honor. Vivian suggested purchasing a door plaque and having a little ceremony. Our goal is to have the ceremony in October, we'll send out invites. Dawn will write a letter to Connie. If October is amicable, the meeting will be moved up to 5PM and the celebration will be at 6PM.

Meeting Adjourned: Debra/Gay