

Literacy Volunteers  
Board Meeting Minutes (Draft)  
April 7, 2015

Members Present: Leo Glass, Dawn Ryder, Gay Donofrio, Barbara Kaufer, Margaret Hotchkin, Karen Stewart and David Thomson.

Members Absent: Pat Deagle, Jill Atkins, Audrey Borella, Linda Browne, Jane Sorensen.  
A quorum was present.

Two new members were introduced to the Board: Margaret Hotchkin and Gay Donofrio.

Minutes: Moved and Seconded by Dave and Leo to accept minutes---Passed with no discussion.

Treasurer Report: Written report was distributed at the meeting in Pat's absence. Noted that the bookstore profits are on an upturn. Connie remarked they are going to try and be open on Sundays this summer to catch more buyers. Moved and seconded by Dave and Barb to accept Treasurer's Report as presented and move funds as recommended---passed with no discussion.

Foundations/Philanthropic: Leo announced that the Fire House had some new rules made regarding rental of their meeting room for events. He contacted the company and received approval from them to waive the \$500 rental charge for our upcoming recognition.

Leo also announced that a donor who chooses to remain anonymous has given a \$5,000 donation which has already been deposited into our Money Market Fund. There were no restrictions announced. Many were thankful and impressed by this gift.

By-Laws: Connie announced she has asked for copies of the by-laws of the other Hudson Valley Literacy Volunteer organizations for our committee to review. Leo indicated his view that a major problem is with placing election power in a group (tutors, tutees and volunteers) who meet just once a year and are not in touch with each other or the issues confronting the organization or the Board. Our committee will be meeting.

It was noted that Dawn Ryder and Dave Thomson volunteered to have their names added to the committee.

Student/Tutor Recruitment and Retention: Dave reported that it took a bit longer to contact tutors than normal, but it is done. Somewhere between a quarter and a third of the pairings "took the winter off" due to bad weather. But for the most part all are now beginning to activate their tutoring relationships. We will again reach out to the tutors in June. The committee has not met for other business but is waiting for additional members to volunteer or be assigned.

Bank Tag: Connie reported that Jill has started with arrangements to collect donations in Jeff Bank. She also stated plans need to be made to reach out to other banks in the area.

Student-Tutor Recognition Dinner: Connie announced that the turkeys and hams needed are OK, Delaware Valley Job Corp is coming to help, the kitchen coordinator is on board and invitations have been sent out. Connie and Barb are working to develop the program for distribution during the event. Also that we have received a number of submissions for the fund raising booklet though there is always room for more.

Needed during the set up are a lot of volunteers to organize things, set up tables, organize the sign in desk etc. Connie was not sure if Anna was calling a meeting of the committee ahead of time or not.

Dave announced there was still time for individual members to donate towards the Board's page in the Recognition program booklet.

Bagel Festival: Date is Sunday, August 16. Committee has not yet begun to meet.

Energy: Connie reported that she was still fine tuning the proposal/report for funding from the Dept. of Agriculture, working closely with George Popp, the Department's local representative. Connie sensed we are about 95% complete.

To be in compliance with the application and eventual funding (we hope), Connie indicated there needs to be a resolution passed by the Board at which there is a quorum, which there is for this meeting. The resolution is: "The Board, a quorum being present, agrees to accept a loan to not exceed \$40,700 and a grant not to exceed \$58,000 for its project improving the HVAC and oil tank from the Department of Agriculture".

Discussion clarified that these figures were derived from ones obtained by Connie through bids regarding remediation of the oil tank situation, including a new indoor tank, and the HVAC project as it evolved with Connie's discussion and number of revisions with Fellenzer (our Engineer). The vote to approve the resolution was unanimous.

Later in the meeting, Connie brought up another compliance issue for the grant application involving a public meeting regarding the project. There is a need to alert the public and give individuals an opportunity to question and comment. There is no proscribed wording. Connie offered following: "The Board authorize a public hearing, giving two weeks' notice through legal notification in a paper, that there is a hearing to discuss the upcoming HVAC and oil tank remediation project that is underway by Literacy Volunteers." Discussion clarified that notice could be put in this Friday's Democrat and the meeting therefore would be scheduled for April 24<sup>th</sup>. Consensus for the time of the meeting was 5:30. Moved by Dawn and seconded by Margaret: Motion passed unanimously.

Nominations: Regarding terms of current Board members, Barb and Connie presented a list of when various members' terms will end. Barb noted that this was based on a review of minutes, plus her interpretation was that the three year term started when the member was approved at the annual meeting whether the member was voted on by the Board, as a temporary measure, prior to that. She also used June 30 as a standard start date. Based on that, there were no current members whose term expired in June 2015. However the balance of the Board members' terms will expire as follows:

- 2016 Karen Stewart and David Thomson

- 2017 Jill Atkins, Linda Browne and Barbara Kaufer
- 2018 Pat Deagle and Leo Glass

The following, having been previously approved by the Board this past year to be members, will be listed for acceptance as Board members at the annual meeting in accordance with our by-laws: Audrey Borella, Gay Donofrio, Margaret Hotchkin, Dawn Ryder and Jane Sorensen. Connie distributed paper to be drawn to determine the length of terms for these nominees. Results are:

- One year term, expiring 2016: Jane Sorensen, Audrey Borella
- Two year term, expiring 2017: Margaret Hotchkin, Dawn Ryder
- Three year term, expiring 2018: Gay Donofrio

The group appointed by Leo to present a slate of officers for next year (Barb Kaufer, Karen Stewart and Connie Keller), recommended the following for 2015-2016: President, Leo Glass; Vice President, Dawn Ryder; Secretary, Jill Atkins and; Treasurer, Pat Deagle.

Leo announced that if there were any further nominations that they would be added to the nominations and a vote taken at the annual meeting. This led to some back and forth discussion if this group was authorized to replace the Board's function as the Nomination Committee and whether it would be an inappropriate precedent to have a committee or a sub group report out a recommendation to a group without the Board's discussion and approval. Moved by Dave, seconded by Barb that the Board approve the slate as presented and propose it to the annual meeting for a vote. Motion passed.

Director's Report: Connie reported that there has been a change regarding receipt of state grants. Before, the grant was applied for by Literacy New York, representing all of the Literacy Volunteer organizations in the state. Once the grant was given to Literacy New York, funds were distributed to all the member organizations. Now the state wants either each organization to apply or to have consortia of organizations apply. Within our area, Dutchess Literacy organization has volunteered to organize a Consortium based proposal involving the following counties if they want to be part: Putnam, Orange, Ulster, Sullivan and Dutchess. Connie discussed this would be less a burden to us if we joined and may result in a larger allocation. Motion by Dawn, seconded by Margaret that we join the Consortium headed by Dutchess for state grant application for this year. Motion passed.

Discussed the great work Dawn is doing on upgrading the appearance and content of our Web page. It was noted that our Facebook page should also have an upgrade to be more compatible or consistent with the web upgrades. At Connie's suggestion, Dawn will contact Pat who has been involved in our Facebook presence.

Motion to adjourn at 6:05. Members voted by leaving.

Submitted by David Thomson  
Acting Secretary

