

Minutes of the Monthly Meeting of the Charles County Literacy Council
5 April 2016
United Way Conference Room, La Plata, MD

In attendance:

Lisa Hackley
Mary Hunt
Linda Heimpel
Judith Allen-Leventhal
Barbara Macri
Sonja Scharles
Edna Troiano

Call to Order: Vice President Lisa Hackley called the meeting to order at 7 p.m. The agenda and Treasurer's report were distributed. Each person present made a brief introduction.

Approval of Minutes: Tabled since no minutes were available.

Tutor/Student Discussion: Tutor questions and concerns were raised by Mary Hunt and Barbara Macri. Linda Heimpel provided Mary Hunt with a text needed for her tutoring.

President's Report: No report, given the excused absence of President Carrie Dotson.

Vice President's Report: Lisa Hackley reported her successful presentation to a women's group and a resulting call for student assessment. This led to more general discussion of the merits of alternative to GED, "CASAS" (Comprehensive Adult Student Assessment System).

Treasurer's Report: The Treasurer's "Statement of Financial Position Year to Date 4/5/2016" had been provided for review in the absence of the treasurer. Questions, such as the reason for the reported \$1,186.14 income over expenses, were tabled for clarification by the Treasurer.

Program Coordinator Report: Linda Heimpel distributed the newly printed bookmarks, which are now available. She provided several updates: the Rotary Club continues to support "Little Library"; tutoring space is available in the REMAX Building in Waldorf; catching up following the March 19 Workshop is ongoing. All agreed that the workshop had gone very well.

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Linda reported that currently approximately 10 students are in need of tutors: 5 are in the assessment process; 3 new adult learners are scheduled; and 2 students need to be reassigned. The excellent work being done by Outreach Coordinator Susan Petroff is resulting in need for more tutors. A number of suggestions were made to assist in that (e.g., Sonja Scharles's recommendation to call trained tutors from the CCLC pool; Mary Hunt's suggestion to contact the Retired Teachers Association). Linda offered to follow up, and she is also continuing to work through CCLC records to cull tutors who might again become active.

Linda reported that following Mr. Ryan's memorial service, the CCLC has received gifts totaling \$570.00 in his memory.

A Training Workshop will need to be hosted by CCLC in the Nanjemoy area by the end of June, given the requirements of a grant received.

Chair Reports:

Fundraising: In the absence of the Fundraising Chair, Lisa Hackley reported that a bake sale is scheduled to coincide with a local "Bull Roast" on April 17 from 11 a.m. (set up)- 5 p.m. Email and "Sign-Up Genius" communications will be sent out by Linda this week.

Publicity:

Outgoing Publicity Chair Sonja Scharles reported that library materials are located at the Potomac Library in April. She will send a description of the Publicity Chair duties to Linda for distribution as a replacement for her excellent work. All present praised her and thanked her for her successes and her longstanding commitment to CCLC publicity efforts.

Workshop: In the absence of the Workshop chair, Lisa Hackley reiterated the pressing need to offer a workshop in June in Nanjemoy, per the requirements of a CCLC grant.

Grants and Outreach: No reports were provided since neither Chair was in attendance.

The next regular meeting is scheduled for Tuesday, May 3, 2016 at the United Way Conference Room.

There being no further business, the meeting was adjourned at 7:55 by Lisa Hackley.

Respectfully submitted,
Judith Allen-Leventhal
Recording Secretary