

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

**Attending:** Judith Allen-Leventhal, Carrie Dotson, Lisa M. Hackley, Linda Heimpel, Barbara Macri, and Susan Petroff

**Call to Order:** President Carrie Dotson called the meeting to order at 7:05 p.m. Copies of the agenda, the Treasurer's report (Statement of Financial Position Year to Date 12/6/2016), and minutes of the October 2016 CCLC regular meeting were distributed.

**Tutor Discussions:** Judy Allen-Leventhal shared that her student reported that he voted in the November election because of his tutoring; this was his first time voting.

**Minutes of the Previous Month's Meeting:** Lisa Hackley moved and Carrie Dotson seconded that the minutes of the October 4, 2016 meeting be approved.

**President's Report:** Carrie Dotson reported on the Celebration of CCLC Volunteers event on November 5. Comments from those present were generally positive (e.g., quality of the food, keynote speaker, facility). Susan Petroff was thanked for her leadership in putting it all together. Carrie noted that the budget for the next "leg" of Susan Petroff's outreach project needs to be worked out and submitted once more is known about the results of the first phases.

**Vice President's Report:** Lisa Hackley had no report

**Treasurer's Report:** Barbara Macri moved and Judy Allen-Leventhal seconded that Treasurer Kathy Joy's "Statement of Financial Position Year to Date 12/6/2016" be accepted. Linda Heimpel noted that \$196.00 had been received as donations for the November Workshop, but that amount had not been available for preparation of the report, though should be added.

**Program Coordinator's Report:** Linda Heimpel reported that the CCLC has been approved to partner with United Way of Charles County for the 2016-2017 campaign. She reported that the wait list for tutors has been reduced substantially following the most recent Tutor Workshop: four students have withdrawn for personal reasons (e.g., relocated, changed plans); nine have been placed with tutors, 8 are currently awaiting tutor assignment; and three prospective students are awaiting assessment.

Linda noted that the Combined Federal Campaign may charge fees in the future. There was some discussion about what the amount might be and questions about what CCLC has previously received from the Campaign. It was pointed out that currently there is no Fundraising Chair.

Linda reported on the recent Tutor Workshop attended by eight (nine had been scheduled, but one was unable to attend because of illness). There was discussion

about the workshop agenda and the effectiveness of the program. Overall the workshop results were positive with graduates already taking on new students, and several tutors working with two students. Linda noted that eight or nine individuals have indicated interest in attending the next Tutor Workshop; several of these were not able to attend the November training. There was discussion about the need to schedule the next workshop to accommodate these prospective tutors; Deborah Storey, Workshop Chair, has been consulted on this and agrees that the date should be fairly soon. Specifically, Saturday, February 4, 2017, was set for the next Tutor Workshop.

**Outreach Coordinator Report:** Susan Petroff distributed a copy of the flyer to recruit tutors and “Outreach & Fundraising Report October/November 2016” which included sections on October/November Outreach Activities, details about the November 5 CCLC Celebration Event, and summary of Fundraising Campaigns. Susan highlighted Outreach Activities; for example, attendance at Nanjemoy Heritage Day was fairly low due to bad weather; the Community Foundation of Southern Maryland Philanthropy Day luncheon was helpful for networking; Kathy Joy’s presentation to the Life Long Learning meeting resulted in identifying a tutor to attend the November workshop. Clarification of details about the November 5 event included noting that attendance was approximately 50 people and John Lewis was the keynote speaker. Concerning the Fundraising Campaigns Susan noted that approximately 550 businesses on the Charles County Chamber of Commerce list were sent the solicitation in a bulk mailing; this will result in staggered receipt of the mailing because of the nuances of the bulk mailing process. The CCLC tutor/volunteer mailing was mailed December 6; Susan reported that the logistics of preparing the mailing list were complicated. She will be reviewing the list to ensure that all appropriate prospects, especially those attending the November 5 event, will receive the mailing. Once results begin coming in from these two campaigns, Susan will be able to prepare next step plans and appropriate budget figures for spring activities. Susan was thanked for her work to date.

**Publicity:** Lisa Hackley will ask Sharone Simmons to ask if the Charles County libraries will allow CCLC to use their display cases for publicity.

**New Business:** Linda Heimpel made two suggestions: (1) providing mentors for new tutors and (2) CCLC meetings to be held on a Saturday – perhaps quarterly or periodically once or twice a year -- to better accommodate schedules and help increase attendance at CCLC meetings. The first suggestion was enthusiastically received; and the second seemed to have merit. No decisions or motions were made on either.

The next regular meeting of the CCLC will be Tuesday, January 3, 2017.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,  
Judith Allen-Leventhal  
Recording Secretary