



## CCLC Minutes for February 3, 2015

### **Meeting Commence:**

7:00 p.m.

### **In Attendance:**

Lisa Hackley                      Jane Higdon  
Kathy Joy                          Valerie Kettner  
Ray Kinard                        Sue Lateulere  
Joely Shultz

### **Introduction/Tutor Discussions:**

- **Joely:** Student is currently working on Laubach 3. Self motivated, does assignments prior to tutor lessons.
- **Valerie:** Due to student's demanding work schedule has not been able to meet consistently. In the future, the student would benefit in having a tutor who is very accommodating.

**January Minutes:** Approved by all attendees

### **President's Report (Valerie Kettner):**

- Lion's Club- Valerie will be doing her CCLC presentation in March
- Piney Parish Episcopal Church Donated \$146.00
- Grant submitted

### **Vice President's Report (Lisa Hackley):**

- In March/April will be doing a presentation about CCLC at her church.

### **Treasurer's Report (Kathy Joy):**

- Grant process reflects the need to have less in the reserve fund. As a result, we will direct more monies towards promotional and educational materials.
- Sue's role will now include networking and promotion so will increase her hours.
- Need to purchase a new computer for the office

- Look into Board Liability insurance
- FY 2015 Budget approved

**Program Coordinator's Report** (Sue Lateulere):

- 10 new tutors trained on January 17, at the Nanjemoy Tutor Workshop
- Distribution - 1 assigned to Life Long Learning Center, 1 for the Detention Center, 1 for the Jude House, 2 awaiting assessments for Adult learners and 5 assigned to the Adult learners
- Charles County Grant Application submitted January 16, 2015
- Maryland Charity Campaign (Due February 20) draft given to President and Treasurer
- New brochures will be available for distribution

**Chair Reports:**

**Fund Raising:** (Ray Kinard):

- Ledo's Pizza successful ( \$300.00)
- Lion's Club Bull Roast is April 19<sup>th</sup>. CCLC will have a dessert table.

**Publicity:** (Sonia Scharles- Absent)-

**Workshop:** (Jane Higdon):

- January 17, 2015- Tutor Workshop held at Old Durham Church had an excellent turnout.
- Next Tutor workshop will be April 11, 2015 at United Way Building in La Plata, Maryland.
- April will be the last tutor workshop for Jane Higdon, moving out of the area.

**Unfinished Business** (Valerie Kettner):

- Valerie Kettner will be leaving her post as CCLC President ( Moving out of the area in June)
- Need for recruitment of new board members

**Meeting Adjourned:** 8:05 p.m.

**Next scheduled meeting:**

- Tuesday, March 3, 2015. 7:00 p. m.  
United Way Conference Room.

