

CCLC Minutes for January 6, 2015

In Attendance:

Lisa Hackley

Barbara Macri

Jane Higdon

Sonja Scharles

Kathy Joy

Virginia Willett

Valerie Kettner

Sue Lateulere

Call to Order: Meeting was called to order at 7:05pm

Tutor/Student Discussion:

- Valerie Kettner will resume tutoring her adult learner on Monday, January 12, 2015.
- St Paul's, Piney Church will give a donation to CCLC.

Presidents' Report (Valerie Kettner)

- On January 15, 2015, Valerie Kettner along with Kathy Joy will speak at the Lions Club.
- Working on Grants that are due on Friday, January 16, 2015.
- Statistics: There are 15,000 Charles County residents that read at the second lowest literacy levels.

Vice Presidents Report (Lisa Hackley)

- Working with her church's Outreach Ministry to set up a meeting with the CCLC.

Treasurer Report (Kathy Joy)

- Preparing Taxes.
- Prepared and presented Year-End Report.
- Presented proposed 2015 budget.
- Donations from mailing were \$1,100.

Program Coordinator Report (Sue Lateulere)

- There are two learners waiting for tutors.
- Valerie Kettner, Kathy Joy, and Sue Lateulere attending Grant Training on December 8, 2014.
- New process; the Director of the United Way will be filling out the CFC paperwork.
- New Action calendar was presented for 2015.

Chair Reports:

Fundraising (Ray Kinard-Absent)

- Ledos Pizza in LaPlata, MD on January 20, 2015, between 5:00pm-9:00pm.

Publicity (Sonja Scharles)

- January and February display case will be at Potomac Branch Library.
- CCLC has been in the Maryland Independent twice during the weeks of December 29, 2014-January 3, 2015.
- Send any press releases to Sonja Scharles by Wednesday, January 14, 2015.

Workshop (Jane Higdon)

- Workshop training is ready to be held on January 17, 2015, at the Old Durham Episcopal Church.
- Six people have registered to attend the Tutor Workshop so far - on January 17, 2015.
- Barbara made a special announcement at church on Sunday, January 4, 2015, about how beneficial this training would be to help someone to learn how to read.
- Workshop expenses from last workshop were \$483.41.
- Jane Higdon has viewed comments from evaluations from previous participants and has incorporated some of changes.
- Next workshop will be in March or April date to be determined.

Approval of Minutes: A motion to approve the minutes with amendments/correction for December was made by Kathy Joy and Second by Sonja Scharles.

CCLC Members that will be leaving in the following months are Valerie Kettner will be moving to West Virginia in six months and Jane Higdon will be leaving in April.

New Business:

- Next meeting Tuesday, February 3, 2015, at 7:00pm. United Way Conference Room
Meeting adjourned at 8:00pm.