

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

Attending:

Barbara Albro	Kathy Joy
Judith Allen-Leventhal	Barbara Macri
Carrie Dotson	Susan Petroff
Sharone Simmons	Sonja Scharles
Lisa Hackley	Edna Troiano
Linda Heimpel	

Call to Order: President Carrie Dotson called the meeting to order at 7:05 p.m. Copies of the agenda, Treasurer's report, May meeting minutes, May outreach report, and revised and updated CCLC brochure were distributed. Each person present introduced herself.

Tutor Discussions: Barbara Albro, Barbara Macri, and Sonja Scharles reported on status and progress of their students.

Minutes of the Previous Month's Meeting: The minutes of May 3, 2016 meeting were approved following discussion concerning identifying the excused status of absent Board Members. That topic will be addressed in another forum.

President's Report: Carrie Dotson announced that Sharone Simmons would be taking on the responsibilities of Publicity Chair. She was enthusiastically welcomed and thanked for accepting her new role. Past Publicity Chair Sonja Scharles offered to meet with her. It was recommended that social media be included in Publicity Chair responsibilities, and Sharone Simmons graciously agreed. Discussion of the Web Site chair ensued; it was agreed that rather than a CCLC position, the technology team at SMRLA would be the appropriate resource to work with CCLC on web site update.

Vice President's Report: Lisa Hackley reiterated her thanks and appreciation to Sharone Simmons on her new position as Publicity Chair.

Treasurer's Report: Kathy Joy asked for questions about the Statement of Financial Position Year to Date 6/7/2016 that she had prepared and had been distributed. She noted that funds would be committed by the end of June to coincide with the closing of the grant at that time. She also highlighted the William Ryan Memorial donations reaching nearly \$1,000 and thanked Linda Heimpel for her role in facilitating that. Appropriately acknowledging the family and the historical connections with Charles County were discussed, and Sonja Scharles suggested that the family be asked to participate in publicity about the generous philanthropic help that gift has provided. Discussion followed about how to most effectively approach the family and publicize the gift. Another highlight of the Treasurer's report was publication of the new CCLC brochure also using grant funds. Kathy Joy was thanked

by all for her extraordinary efforts in updating the brochure and for the high quality of the new version.

Program Coordinator's Report: Linda Heimpel reported that she is working on purchasing materials to use the remaining grant money by June 30; she has an appointment with a vendor and she discussed a list of items to be purchased. Lisa Hackley distributed an extensive itemized wish list of Outreach Items to be considered in those purchases. Linda Heimpel also reported that she is preparing the IRS determination letter. She summarized the status of tutor/students: currently nine adult learners are awaiting tutor assignment; eight applying students are in the assessment process; two tutors will be leaving and their students will be returning to the general pool to be re-assigned tutors. A problematic situation with a student-tutor relationship was described, emphasizing the need to carefully oversee CCLC volunteers.

Chair Reports:

Fundraising: In the absence of Vycki Borgnis, Sonja Scharles inquired about the status of sending out a solicitation/fundraising letter. Discussion followed; it was noted that September-October is the best time for sending out a mailing of this type, but it is important to plan for and prepare for the mailing before then.

Grants: In the absence of Virginia Willett, it was reported that CCLC should receive word about the grant to Charles County soon, as the grant period coincides with the County fiscal year beginning July 1, 2016.

Workshop: In the absence of Deborah Storey, Carrie Dotson reported that Linda Heimpel has been working with Deborah Storey. The June 18 Workshop Training Schedule was distributed. Several agenda segments need to be filled. There was discussion about refreshments, and several suggestions were made about possible donations; Linda Heimpel offered to follow up on those. Linda reported that currently eleven participants are registered. Carrie Dotson's Letter to the Editor was very effective in generating interest in attending.

Outreach Summary: Susan Petroff shared highlights from the May 2016 Outreach Report that had been distributed. She will be making a summary report with recommendations and submitting it to the CCLC at the end of June when her contract is completed. She highlighted several observations, which will be outlined in further detail in her report. Specifically, she emphasized the value of CCLC networking more broadly in the community (e.g., at the Judy Center) as well as the possibility of reaching out to leadership from sister organizations perhaps at the CCLC Board level. Discussion followed. Susan Petroff was enthusiastically thanked for her many contributions to the CCLC Outreach initiative.

Other Business:

Barbara Macri distributed the revised Math Placement test and answer sheet she has carefully prepared. She described the design and rationale for the revisions, and she thanked Linda Heimpel for her role in preparing the new form. Everyone

present expressed great appreciation for this very valuable contribution to facilitating accurate math skill assessment of incoming students.

Sonja Scharles pointed out that the next CCLC meeting would be in September, as no regular meetings are held in July in August. She also recommended that the annual retreat traditionally scheduled in August be held. Discussion followed focused on the possible advantages of a retreat.

Linda Heimpel mentioned that a tutor has suggested the possibility of offering an ESL- focused group class; and that concept will be introduced at a future CCLC meeting.

Kathy Joy described the Little Blue Library project sponsored by the Rotary Club; CCLC is collaborating with the project by providing bookmarks for the books in those libraries. She encouraged everyone to help keep the "libraries" stocked. The quality of the new brochures was raised, and congratulations were extended to Kathy Joy for her accomplishment.

The next regularly scheduled meeting will be Tuesday, September 6, 2016.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Judith Allen-Leventhal
Recording Secretary