



March Minutes of the Charles County Literacy Council

March 3, 2015

In Attendance:

Sue Lateulere	Lisa Hackley
Valerie Kettner	Ray Kinard
Barbara Macri	Sonja Scharles
Joely Shultz	Cathy Stevens
Virginia Willett	Edna Troiano

Call to Order: Meeting was called 7:00 p.m.

Tutor/Student Discussion:

- Valerie Kettner- Student doing well; working on his union speech. Noticed that he has trouble distinguishing “th” sounds.
- Sonja Scharles- currently does not have student.
- Joely Shultz- Her student does well. Currently, completed Laubach 3 Lesson 17. Not able to meet consistently due to the weather.
- Cathy Stevens - First student is doing well with the challenger series. Many of the words are complex. Second student is a special need client- able to read but struggles with sentence recall and word recognition.
- Barbara Macri- Student is making excellent progress with level one math programs. Has noticed that working with math word problems is also useful with improving his reading skills.

Approval of Minutes: A motion to approve the minutes for February 2015 meeting was made by all attendees and passed.

President’s Report (Valerie Kettner):

- Will follow up with Lion’s club regarding their donation.

- Updated the CCLC brochure.
- President position is still open; she will officially step down April. However, she will be assisting as needed until June.

VP Report (Lisa Hackley):

- No current updates

Treasurer Report (Kathy Joy- excused absence)-

- A copy of the Statement of Financial Position as of March 3, 2015 was provided to all attendees.
- Total income over expenses for the year to date is \$847.58.

Program Coordinator Report (Sue Lateulere):

- 4 adult learners were looking for services In February and were matched with tutors.
- 2 Adult learners awaiting assessments (one of them is a VISION 2020 client).
- 1 Adult learner is still waiting to be matched due to his/her flexibility regarding availability to be tutored.
- Maryland Charity Campaign application is to be submitted by February 20th.
- Brochures and flyers for the April 11th Tutor Workshop were sent to Charles County Public School main office and to Millie in Nanjemoy. Flyers were also supplied to all meeting attendees.
- We already have had 4 inquiries regarding the April Tutor workshop.
- A" Letter of Introduction", flyers and brochures about CCLC are to be distributed to agencies, such as the Health Department, targeting clients who would benefit from our services.
- We will need volunteers for:
 - North Point Volunteer Fair- April 16, 7-9 p.m.
 - New Hope Church of God Human Services Fair, June 13th, 12p.m. -4 p.m. Contact Rev. Gladys Briscoe 301-934-4693. Table will be provided. Open to the community.
 - April 11- Tutor Workshop (assist with set-up, lunch, and clean up)

Chair Reports:

Fundraising (Ray Kinard)

- April 19th -Lion's Club Bull Roast (12- 5 p.m.)- Sign up to work (2 1/2 Hour sessions). Request will be sent via email and posted on Facebook. We also

need dessert donations. Food donations must be delivered at Lions Club by 10 a.m. (does not have to be homemade).

Publicity (Sonja Scharles)-

- CCLC mentioned 3 times in the newspaper.
- Planning on advertising CCLC in SMECO newsletter.
- CCLC on waiting list for display in library.
- Don't forget to send photo of student who graduated from one level to the next. Contact Sonja to coordinate a press release of the accomplishment. Don't forget to have student sign permission form if photographed (on CCLC website).

Workshop (Jane Higdon-excused absence)

- Next workshop will be April 11th, 2015 at the United Way Building; 09:00 a.m. -3:30 p.m. Registration form is available on website. Free! Reservation Deadline is April 7, 2015.

New Business:

- Virginia Willet has agreed to assist with Grant writing and is reviewing several potential grants.
- Executive Board for the Next Term
- Lisa Hackley, our current VP, has agreed to fill in for the President position temporarily). Everyone is invited to recruit ideal candidates.

Next Meeting April 7, 2015. - 7p.m. at United Way Building Meeting Room

Meeting adjourned at 8:30 p. m