

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

In attendance:

Barbara Albro

Salma Nazir

Vycki Borgnis

Susan Petroff

Carrie Dotson

Sonja Scharles

Linda Heimpel

Debora Storey

Judith Allen-Leventhal

Edna Troiano

Barbara Macri

Virginia Willett

Call to Order: President Carrie Dotson called the meeting to order at 7 p.m. Copies of the agenda, Treasurer's report, and the April 2016 Outreach report were distributed. Each person made a brief introduction.

Workshop Chair Report: Debora Storey reported that the next tutor training workshop is scheduled for June 18 at Old Durham Parish Church in Nanjemoy, 9-3:30 p.m. The publicity flyer, prepared by Linda Heimpel, was distributed. General discussion about charging participants led to agreement that no specific amount would be charged, given the workshop's grant funding; but efforts would be made to encourage contributions. More attendees are needed, and a variety of recruiting ideas were discussed. It was agreed to mail to area churches; Sonja Scharles and Virginia Willett

offered to help with those efforts. Linda Heimpel will be emailing the flyer to the Board and others for distribution. Carrie Dotson will write a letter to the editor to the local newspaper; Sonja Scharles will prepare a news release for the event; she suggested that everyone make copies of the flyer for the event and distribute/post in the community. The program itself is being finalized. It was noted that along with other efforts to keep expenses down, the food budget should be carefully monitored.

Minutes of the CCLC 5 April 2016 meeting were approved.

Tutor/Student Discussion: Barbara Macri and Debora Storey reported the status and progress of their students.

President's Report: Carrie Dotson reported on the success of the recent bake sale, which brought in \$532.00, several hundred dollars more than last year. She thanked all for their help, especially Lisa Hackley.

Vice President's Report: No report.

Treasurer's Report: The Statement of Financial Position year-to-date as of 5/3/2016 prepared by the Kathy Joy was reviewed.

Program Coordinator's Report: Linda Heimpel reported that William Ryon memorial donations totaled \$945.00; a \$500 donation has been received from SMECO. Recruitment of students is going very well with 17 currently awaiting tutors; Linda will be sending out email queries for tutor matches.

CHAIR REPORTS

Fundraising: No specific report at this time. There was discussion about several possible efforts (e.g., working with "BAM"/Books A Million and hosting another Port Tobacco Marina dinner event.

Grants: Virginia Willett reported on the grant recently prepared and submitted to Charles County. She discussed the new funding guidelines, in particular the policy that funds are now restricted and exclude operations. The CCLC grant is for a fundraising and outcomes include a proposed 50% increase in volunteer tutors. She thanked Kathy Joy and Linda Heimpel for their able assistance preparing the grant application. Everyone thanked Virginia Willett for her leadership on submitting this grant.

Outreach: Susan Petroff discussed highlights from her submitted April 2016 Outreach Report. These included a number of successful Outreach Events/Meetings in April as well as specific and projected plans for both May and June. Outreach efforts are going very well. A number of suggestions were made for tutor recruiting locations and prospects.

Other Business: Carrie Dotson reported that Sonja Scharles has resigned as Publicity Chair, though she will continue to actively participate in the CCLC in other capacities. Carrie Dotson encouraged suggestion of prospects for the Publicity Chair position. There was discussion of the rising cost of copying, and Carrie passed along Kathy Joy's request that the CCLC begin keeping a log of copying to help more efficiently allocate expenses and keep costs down.

Edna Troiano mentioned the need for additional student assessors. Judy Allen-Leventhal volunteered.

An extended discussion about fundraising efforts was precipitated by Carrie Dotson's sharing a flyer entitled "Give the Gift of Reading" that Linda Heimpel had discovered (prepared by Sonja Scharles) and brought to her attention. There were a number of ideas and suggestions (e.g., the need to recognize donors; a "year-end

letter” solicitation as was done in previous years; inclusion in SMECO newsletter; use of Chamber of Commerce lists).

The next regularly CCLC scheduled meeting will be June 7, 2016.
President Dotson adjourned the meeting at 8:15.

Respectfully submitted,
Judith Allen-Leventhal, Recording Secretary