

Minutes of the Monthly Meeting of the Charles County Literacy Council
7 February 2017
United Way Conference Room, La Plata, MD

Attending: Barbara Albro, Judith Allen-Leventhal, Karla Costello, Carrie Dotson, Mary Ethredge, J.C. Ethredge, Eddie J. Ginn, Linda Heimpel, Rose Markham, Sally Matts, Susan Petroff, Roseanne Roy, Sonja Scharles, Edna Troiano

Call to Order: President Carrie Dotson called the meeting to order at 7:05 p.m. Copies of the agenda, the Charles County Literacy Council 2017 Budget, the Treasurer's report (Statement of Financial Position Year to Date 2/7/2017), minutes of the January 3 2017 CCLC meeting, and a copy of the new form for student assessment intake were distributed. Introductions were made.

Tutor Discussions: Judy Allen-Leventhal reported that her student achieved one of his primary goals: reading aloud in his Alcoholics Anonymous group circle. Rose Markham discussed her student's challenges, in particular needing new glasses; Linda Heimpel will follow up with information about the Lions Club eyeglass program. Barbara Albro reported that her student successfully placed in math curriculum at the College of Southern Maryland. Roseanne Roy initiated general and enthusiastic discussion about tutors sharing materials and resources.

Previous Month Meeting Minutes: Karla Costello moved, Edna Troiano seconded, and the motion passed to approve the minutes of the January 3, 2017 CCLC meeting.

President's Report: Carrie Dotson asked everyone to review the CCLC 2017 Budget. Judy Allen-Leventhal moved, Rose Markham seconded, and the motion passed to approve the budget as submitted. Carrie reminded all that the Executive Board election will be held in April; the President, Vice President, and Treasurer positions are vacant. Carrie encouraged everyone to consider serving. She noted that Kathy Joy has generously offered to help a new Treasurer in transition. Karla Costello indicated that she would agree to be on the ballot for Treasurer. There was discussion about the amount and range of work required of officers, especially Treasurer. Judy Allen-Leventhal distributed a handout with the Executive Board's proposal to amend the CCLC By-Laws by adding a Member-at-Large to the Executive Board. Discussion was positive about the recommendation, and the process for adopting by-law amendments was reviewed. The By-Laws stipulate that "the vote takes place at the general meeting immediately following" the meeting when the proposed changes are distributed; "only those present at the meeting in which the copies [of the proposed changes] were handed out and attend the meeting in which the voting is to take place are allowed to vote." Carrie reminded everyone that the March CCLC regular meeting will be held at the Capital Club House in Waldorf.

Treasurer's Report: Sonja Scharles moved, Rose Markham seconded, and the motion passed that the Treasurer's Report, "Statement of Financial Position Year to Date 2/7/2017," be accepted. Carrie Dotson explained the -\$142.62 in "Employee Giving Campaigns" was a check sent in error to CCLC that had been returned.

Program Coordinator's Report: Linda Heimpel reported that she and Edna Troiano had had a successful and productive meeting with representatives from the Health Department and the University of Maryland Regional Center concerning a grant focused on the effects of low literacy rates on health care. CCLC was asked to assist with assessment of patients. This is a positive relationship for CCLC. Linda reported that the MCC application is due and will be submitted Friday, 2/10/17. She noted a disparity in the amount of income generated by MCC from last year to this (substantially lower this year). Linda reported that the United Way recently announced that The Combined Federal Campaign (CFC) process will be changing so that donations must be specifically designated in the 2017 campaign, which begins fall 2017. United Way will no longer distribute funds that are not designated for specific organizations. Discussion followed about how to promote the CCLC for CFC funds. Linda reported that seven individuals had participated in the tutor workshop on February 4, 2017. Response and outcome were excellent. Highlights included participation by Roseanne Roy and her student J.C. Eldredge in the afternoon. Despite the policy that paying for the workshop is voluntary, the total amount donated was a generous \$455. Linda also reported that the Tutor Mentor-Mentee concept has been very well received; five experienced tutors have offered to help new tutors. Linda discussed the ongoing challenge of student commitment: some learners are not being diligent in meeting their appointments responsibly (e.g., cancelling at the last minute; Sally Matts reported this ongoing challenge with her student). Fourteen students were waiting for tutors before the February Tutor Workshop; six are now working with the new tutors; and eight remain un-assigned.

Outreach Coordinator Report: Susan Petroff distributed copies of the "CCLC Outreach & Fundraising Report" for January 2017 and "Outreach & Fundraising Proposed Budget." Susan reported that the Tutor-Get-Tutor initiative has not worked as well as anticipated, though thirteen new tutors have been secured so far. The goal is to add a total of twenty-five new tutors by June 30; she encouraged everyone to help with this recruiting, as the need for tutors is great. Using more Face Book and social media was recommended. The next tutor workshop will be held in April, and Eddie Ginn indicated he would be interested in attending. Several outreach events are scheduled; and more opportunities are likely. Susan asked the group to let her know of any appropriate events. Several people volunteered to help with Susan's various projected activities and offered other helpful suggestions (e.g., the Waldorf Jaycees bingo program, grant sources). The Wish You Well Foundation and the Dollar Store Foundation grants, among seven to be submitted in February, are strong CCLC prospects. Small, targeted mailings are planned utilizing CCLC records and resources more fully; help is needed to organize, merge, and purge information; there was discussion and offers to help best accomplish that.

The next regular meeting of the CCLC is March 7, 2017 at 7 p.m. at the **Capital Club House in Waldorf. Please note the location change.**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted, Judith Allen-Leventhal, Recording Secretary