

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

Attending: Barbara Albro
Judith Allen-Leventhal
Carrie Dotson
Lisa M. Hackley

Linda Heimpel
Briyana Hubbard
Barbara Macri

Susan Petroff
Sonja Scharles
Edna Troiano

Call to Order: President Carrie Dotson called the meeting to order at 7 p.m. Copies of the agenda, the Treasurer's report (Statement of Financial Position Year to Date 10/3/2016), and minutes of the September 2016 CCLC regular meeting were distributed. Each person present introduced herself.

Tutor Discussions: Carrie Dotson reported for Vycki Borgnis who was unable to attend the meeting: Vycki's student is doing very well in math, and Vycki has completed two assessments. Also on behalf of Vycki, Carrie reported on the recent Greene Turtle fundraisers: CCLC received \$29.66 from the day and \$112.56 from the evening painting event. Vycki will be out of the country from 10/12 to 11/15. Barbara Albro reported that her new student is making excellent progress while also pursuing her studies at the College of Southern Maryland. Briyana Hubbard reported that her student is doing remarkably well. Judy Allen-Leventhal reported that her student is very pleased to be receiving eyeglasses through the La Plata Lions Club's eyeglass voucher program.

Minutes of the Previous Month's Meeting: Sonia Scharles moved and Edna Troiano seconded that the minutes of the September 6 meeting be approved as corrected by Lisa Hackley who pointed out misspelling of a last name in the minutes.

President's Report: Carrie Dotson announced the resignation of Treasurer Kathy Joy effective November 1. Two individuals have responded to Carrie's email asking for an interim Treasurer; those individuals will talk with Kathy to better understand the Treasurer's responsibilities. The October 8 Tutor Workshop has been rescheduled for November 12. There will be no regular CCLC meeting in November due to the conflict with the 2016 national election. The CCLC will host a Celebration of CCLC Volunteers event on November 5.

Carrie introduced Outreach Coordinator Susan Petroff who distributed three documents: (1) "Outreach and Fundraising Report – September 2016"; (2) "CCLC Outreach and Fundraising Timeline, September 2016-June 2017"; (3) "CCLC Proposed Outreach and Fundraising Budget and Projected Revenue for October 1, 2016 to June 30, 2017." She explained the handouts at length and responded to various questions and suggestions. For example, it was recommended offering a way for donors to contribute electronically to mailed solicitations – especially via Pay Pal. Lisa Hackley offered to help design the direct mail piece for the November 2016 Corporate Campaign. Details about the November 5 volunteer celebration program and its budget were discussed at length; numbers, sources, and status of individuals to be invited and honored were clarified (for example, Lisa Hackley

recommended adding Commissioner Amanda Stewart to the honorees); proposed costs were explained; and the Tutor-Get-a-Tutor Campaign was clarified.

At Carrie Dotson's suggestion, discussion focused on the November 5 event and the November fundraising activities rather than on the Spring 2017 plans at this time. There was consensus that the preliminary budgets for the November 5 Celebration Event and the November 2016 mailings be approved as presented. Sonja recommended that Susan email her reports before monthly meetings in the future. Susan reviewed the scheduled October outreach events: Charles County Community Resource Day (10/5), Nanjemoy Heritage Day (10-8), & La Plata Fall Festival (10-9).

Vice President's Report: Lisa Hackley announced the Wednesday, October 12 fundraising event at Texas Road House (4-10 p.m.). The information has also been included in an email from Linda.

Treasurer's Report: There were no questions or comments concerning Treasurer Kathy Joy's "Statement of Financial Position Year to Date 10/3/2016."

Program Coordinator's Report: Linda Heimpel reported that seventeen students are currently awaiting tutor assignment; three prospective students are awaiting assessment. The United Way report is due October 28, and Linda will work with Carrie to prepare it. Linda continues to negotiate to meet with the Southern Maryland Regional Library staff to update CCLC's website; she asked that all suggestions for updates be emailed to her prior to October 15, the date of a technology workshop she will attend. Susan Petroff mentioned that the Philip L. Graham Fund provides funding for nonprofit technology support (e.g., a grant was recently awarded to the Prince George's County Literacy Council) and this may be a potential source for CCLC.

Linda noted that the October 8 Tutor Workshop has been rescheduled for November 12. She raised the question of "charging" volunteers; discussion followed about the impact of requiring payment from volunteers for training and strategies to help increase number of participants. It was agreed that the payment policy be changed and a donation be requested, but not required ("an optional donation will be appreciated to help defray the cost of the workshop"). Three people are currently signed up for the 11/12 workshop. Carrie Dotson's letter to the editor was recently published in *The Maryland Independent*. Several scheduled upcoming outreach events may draw interest and identify participants for the November 12 Workshop.

Linda represented CCLC at the Re-entry Fair at the Detention Center on 9/30. She reported that it was a worthwhile venue that generated renewed interest in CCLC. She showed the new display board to be used for various CCLC venues and needs; she asked for design help for the display.

The next regular meeting of the CCLC will be Tuesday, December 6, 2016.

Meeting was adjourned at 8:20 p.m.

Respectfully submitted, Judith Allen-Leventhal, Secretary