

Literacy Volunteers of Oswego County
Board of Directors

Thursday, November 19, 2009

7:30 a.m.

Minutes

Present: Jake Batista, Lori Boles, Steve Chirello, Susan Coultrap-McQuin, Theresa Ferlito, Rhonda Hutchins, Nancy Lichtenstein, Kathy Mantaro, Allison Nelson, Arthur Pearson, Jamie Persse, Gurdeep Skolnik, Jane Murphy

Excused: Rita Dexter

- I. Call to Order:** 7:32 AM, President Coultrap-McQuin
- II. Consent Agenda:** Motion to approve; Steve Chirello, 2nd by Rhonda Hutchins; approved unanimously.
- III. Good News:** Nothing to report
- IV. Committees**
 - A. Community Relations – Steve Chirello that there were not enough members in attendance to meet last month. The next meeting is scheduled after the BOD meeting.
 - B. Fund Development – Rhonda Hutchins reported:

Annual Breakfast invitations have been mailed out. Board members are asked to take additional invitations after the meeting. Postage paid envelopes are also available. It was noted that the registration table will include a table tent and pledge cards to provide an additional opportunity to “ask” for pledges. Steve Chirello will present the pledge request, followed by a testimonial from a tutor or learner, allowing people time to complete the pledge cards. Rhonda also commended Diego and Jane for the quality of the invitations, which were printed in-house this year.

Corporate Sponsor mailing will be sent out after Thanksgiving. There have been no changes in the sponsorship levels, but the mailing list grew to about 42.
 - C. Program – Kathy Mantaro distributed invitations to the LVOC Holiday Social to be held at 5:30 PM in the Oswego Public Library. Board members were asked to sign up to bring a dish to pass. It is a family event which typically attracts about 50 people. There will be a live musician and raffles. Prize donations are being sought.
- V. Old Business**
 - A. Board Retreat – Added the target of 25 for the number of LVOC members to the draft benchmarks. Rhonda Hutchins made a motion to approve the benchmarks with the additional target. The motion was 2nd by Steve Chirello and passed unanimously.

- B. Executive Director Review – Susan Coultrap-McQuin presented a draft proposal to update the Executive Director’s job description and evaluation process. In the past only the Executive Committee participated in the evaluation and there was no timeline for completion. It is proposed to complete the evaluation prior to development of the next year’s budget and solicit input from all board members and staff. Theresa Ferlito made a motion to approve the revised job description and evaluation plan, 2nd by Nancy Lichtenstein, unanimously approved.

VI. New Business

- A. Annual Report: Jane distributed copies of the 2008-09 Annual Report. Feedback was positive, with a suggestion to have the report available at the Annual Breakfast. There was discussion about including more context about strategic goals and statistics to capitalize on our goal of serving more people with less government funding.
- B. Board Self-Assessment: A self-assessment tool with questions about strengths and areas of needed growth will be sent electronically in the near future. Board members are asked to respond promptly when it is sent.
- C. Jane Murphy reported that one Vista Volunteer has resigned and returned home.
- D. Jane Murphy reported that Rita Dexter has resigned from the board and asked members to recommend a replacement.
- E. Rhonda Hutchins requested volunteers for the Scrabble fest committee.

Adjourn: 8:25 AM