

LVOC
Executive Committee
Thursday, October 8, 2009

Minutes

Present: Susan Coultrap-McQuin, Pres.; Arthur Pearson, Treasurer, Lori Boles, Secretary, Jane Murphy, Executive Director

- I. Committee Reports: the reports should focus on priorities that relate to the goals with an appendix for long term goals. The Annual Report can include other accomplishments in relation to the long term goals.
- II. Reviewed the agenda for the October meeting:
 - a. Secretary's report-August 2009
 - b. Treasurer's Report – October 2009
 - c. Executive Report – October 2009
 - d. Committee reports – will be part of the consent agenda with minutes of the standing committees
 - e. Old Business:
 - i. Recap of the Board Retreat - general evaluation, what worked, what didn't?
 - ii. Corcoran report – editorial
 - iii. New procedure for Executive Director – postpone until November
 - iv. Include Accreditation Standards & progress on agenda for future meetings. Could also include a Board self- analysis
 - f. New Business
 - i. Annual Breakfast – discuss expectations of Board members
 - ii. Fund Development Committee needs input on Corporate Sponsor mailing/visits
- III. Discussed concerns that the Vista Volunteer may not work out despite being counseled several times. Supervision is becoming more work for the staff. In addition, the expansion of job responsibilities attached to recent staff raises may be an issue. Staff are having difficulty stepping up to accomplish the new tasks.

- IV. Capstone Project - Jane reported that four college students have volunteered to complete projects for LVOC community relations:
 - a. Monthly newspaper articles
 - b. Literacy Resource provider directory
 - c. Refocus messages the LVOC gives to learners & volunteers based on feedback from the retreat & Corcoran event
 - d. Health Literacy

- V. Coalition Meeting – Jane reported that there has been a good response to the invitations.