

Literacy Council of Highlands

Board Meeting Agenda

April 28th, 2009

Convene the Meeting: 5:15 p.m.

1. Why we are here success story (Laura)

To approve:

1. March minutes (Susan)

Old Business:

1. Executive Report (Melody)
2. Writing contest status (Matt)
3. Melody job description (Susan)
4. Nominating committee status (Marjorie)

New Business:

1. 2009 Budget (If available)
2. Executive Committee Report (Susan)
3. Publicity Committee Report (Matt)
4. Development Committee Report (Marjorie)
5. Little Flower Shoppe easter donation check received (Marjorie)
6. Tutor appreciation and writing contest awards, May 12th (Marjorie)
7. Note time change beginning with May board meeting to 5:45

Minutes

Literacy Council of Highlands
March 24, 2009

Present: Matt Eberz, Marjorie Fielding, Melody Mendez, Laura Miller , Mandi Neumann ,
Martha Porter, Darlene Scott, Heidi Shull, Susan Smith, Bob Tietze, Dean Zuch
Absent: Marlene Alvarez, Kay Craig, Darlene Scott, Clair Simpson, Linsey Wisdom

I. The meeting was convened by President Marjorie Fielding

1. Minutes: January minutes were accepted.
2. Financials: Marlene was absent. Matt and Marjorie clarified a point that the negative \$6,301 net ordinary income was included in the total net income.

II. Old Business:

1. ED Report: attached
 - Due to the economy, our \$7000 Opportunity Grant from the Community Foundation will not be available. Laura is presently looking at other grants to cover this.
 - Melody clarified items in her report for the new Board members.
 - Matt requested information regarding last year's donations for Feb-Mar as compared to this year's, which is \$0.
2. Reading Camp:
 - Letter sent to Father Brian attached.
 - Susan reported a conversation with Father Brian that they are going ahead with Reading Camp in 2010, and already have funding and a team to do training this summer.
3. Writing Contest Status: Still waiting; Ms Ross is sending out permission forms for her class.
4. Job Descriptions.
 - The Executive Committee's request of Laura and Melody regarding job descriptions was clarified for them.
 - They will look and revise their descriptions, and send to the Executive Committee for review or comment.
 - Performance Reviews will be based mostly on fulfilling their job descriptions.

III. New Business:

1. 2009 Budget: Not available; Marlene will be asked to send it as soon as possible.
2. Executive Committee Report: This was missing from the Board packet, and will be emailed immediately.
 - Matt was thanked for the fabulous planning and task sheet that the committee provided.
 - Matt presented a mock-up of the next newsletter. Although much laughter ensued, the new format looks wonderful.
 - Martha's suggestion of very simple posters (for non-readers) informing of our services was accepted. The committee will have a draft ready for the April meeting.

3. Computer Literacy
 - Laura stated that there have been a few calls from those interested in learning basic computer skills.
 - The Program Committee was asked to look into the availability of software for this. Heidi suggested the committee also define what we mean by “computer literacy.”
4. English for IFC women’s group:
 - Laura reported that the International Friendship Center (IFC) has a once-monthly group of moms who meet in an informal setting to discuss problems. Child care is provided, and paid for by a grant.
 - Based on the parents’ need to learn English, IFC is interested in working with us to entice these women into using our resources.
 - Melody and/or Laura will attend the next meeting or two to familiarize these women with our staff and increase their comfort level with us, in hopes of attracting them into an English program.
5. Development Committee report:
 - Marjorie reported that given the economy, ticket prices will be lowered from \$125 each to \$50 each.
 - The committee is looking for a major presenting sponsor, hopefully for \$10,000.
 - Local merchants will be encouraged to give us *something*, if they cannot give what was given last year.
 - Kay is in charge of getting sponsors. Mandi is in charge of ticket sales.
 - Dean will be the liaison between HCP (Community Players) and Development committee. Virginia Talbot is HCP director this year.
 - Friends of Literacy: Marjorie and Melody are working to set up coffee socials.
 6. The Little Flower Shop will again be donating part of their sales for Easter flowers to LCH.
 7. Board Retreat: The Retreat is Thursday, 8:30 – 4:00 at the Chestnut Hill conference room in the Assisted Living Facility.

Next full Board meeting is April 28, 5:15pm at the Crosby Center . Please put this on your calendar now.

Submitted by
Susan Smith

Executive Directors Report
Date: April, 2009

Student Report

	Unique Students	Total Hours	Notes
Language Lab	10	27	
CALS/One-on-One Tutoring	20/19	106/114	
ESL After School	12	78	
Adult	2	16	
GED	15		

Student Examples of Success: Laura Miller will present a student testimonial at the beginning of each board meeting.

Contact with Highlands School: Laura attended Literacy Night at Highlands school on April 22, 2009 as representative for the Literacy Council of Highlands.

Publicity Visits/Presentations/Articles: Spring newsletter was sent out April 23, 2009.

Progress Report on Grants (List of all Grants to be applied for and the current status)

Grants:

	Grantor	Amount	Status
R	Hayes: Staff	\$27000	Complete for 2008 Money received
R	Hix-Green Computer Lab	\$3000	Pending (availability)
R	Hack Family Computer Lab	\$3,000	Complete (unrestricted)
R	CWO Computer Lab	\$5,000	Due in May 2009
R	CF: Opportunity Grant	\$7,000	Not allowed for 2009
R	CF: Strategy Grant	\$2,500	Not allowed for 2009
U	Macon County Funding	\$2,500	Due in June 2009
U	Help	\$900	Due in December 2009
R	Highlands Community Foundation	\$1,435.00	Complete for 2009 Money received

Status of Scheduled Mandatory Visits

Information Booth at Highlands School: *August 2009*

Talk to PTO at beginning of school: *September 2009*

Talk to PTO post report cards: *TBA*

Presentation to Highlands Rotary: *TBA*

* Notes not accomplished from previous period.

Time Sheet

Program	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Administrative	30	38	42									
Fundraising	31	23	26									
Events		18										
Computer Lab	8	10	12									
Tutoring	25	40	22									
GED	2	6	3									
ESL		2	1									
Adult Literacy	3	8	1									
Other Program	15	8	17									
Out of Office	63	18	39									
Total Hours	177	171	163									

Part 3: Donor List

December 2008

Koski Family Foundation: \$500.00

Joe & Jere Sewell : \$100.00

Church of the Incarnation: \$412.50

Pam and Ridley Howard: \$100.00

David & Elizabeth Watkins: \$25.00

Hen House Condiment: \$250.00

William E. & Constance N. Newman: \$200.00

H.E.L.P. Committee: \$900.00

Mrs. Jane Webb: \$2,500.00

William & Leslie Doster: \$100.00

January 2009

Tis the Season: \$3,832.00

John E. Walker: \$500.00

Peggy P. Woodruff: \$500.00

Randolph and Margaret Shaffner: \$100.00

Community Funding Pool: \$2,401.00

Ms. Moyna Blair Monroe: \$1,000.00

Mr. & Mrs. Leabo: \$500.00

Church of the Incarnation: \$3,832.50

February 2009

* No donations

March 2009

* No donations

April 2009

Community Foundation of Western North Carolina
(Highlands Community Foundation):\$1,435.00

Executive Director Duties

The primary function of the Executive Director is to ensure that quality of instruction meets or exceeds the level needed for the children and adults in Council programs. The secondary role of the Executive Director is to work within the community to publicize and promote the work of the Council. The tertiary role of the Executive Director is to foster relationships with donors and major supporter of the Council.

1. Be responsible for the daily operation of the Literacy Council of Highlands programs.
2. Report monthly to the Board of Directors a status of the usage of the programs, the status of tutors and students.
3. Maintain the records of the Council, including personnel records, on-going program statistical records and donor database.
4. Be responsible for written grant applications.
5. Establish and maintain liaisons with community organizations, individuals and schools.
6. Personally recruit students and qualified tutors and provide the appropriate student/tutor match and support materials. Provide each tutor with proper recognition and feedback
7. Be responsible for researching and acquiring new information or research on literacy issues: maintain contacts with other Literacy Councils for useful contacts, assistance, and evaluative purposes; coordinate with other professional organizations to discover best practices, workshop opportunities and grant opportunities.
8. Maintain and update new Board Member's books and Board recruitment packets.
9. Work with the Board to orient new Board members.
10. Work with and assist all committees of the Literacy Council.
11. Represent the Council at community events as designated by the Board.
12. Establish, maintain and cultivate good relationships with donors and recruit new donors.
13. Review and sign acknowledgement letters to donors in a timely manner.
14. Work with Friends of Literacy to coordinate annual Coffee socials at the Country Clubs in the Highlands area.
15. Be responsible for mailing the fall and spring newsletters, and contribute to the publication of the newsletters.

Development Committee

Agreement between The Highlands Literacy Council and The Highlands Cashiers Players, DBA the Highlands Community Players, or HCP, regarding Loving Literacy, the Literacy Council Gala Event featuring the HCP production of ?Accomplice?

HCP agrees to perform ?Accomplice?, a play written by Rupert Holmes on the night of Wednesday, August 19, 2009 for the sum of \$1500. The play will be performed at the PAC.

HCP will pay all costs involved in presenting the play, i.e. copyright fees, technical services.

HCP agrees that the Literacy Council may hold drawings for prizes in the auditorium during the intermission.

The Literacy Council agrees to rent the PAC facility for the evening of that performance.

The Literacy Council will be responsible for the advertising and promotion of their event.

As it is understood by HCP, Literacy will be serving wine at PAC on that evening, Literacy will be responsible for all necessary permits and arrangements.

Marjorie Fielding, President
Highlands Literacy Council

Ronnie Spilton, President
HCP

Program Committee meeting
March 30, 2009

Present: Darlene, Heidi, Bob, Melody, Laura, Martha, Susan and Faviola (International Friendship Center)

1. Old Business:

- Laura has received the math software that she ordered
- She has played around with it and likes it, but at present there is no student who needs it

2. Computer Literacy defined.

Computer literacy is the capacity of Literacy Council students/clients to make effective use of computer resources at the Council in order to learn/improve English language skills, reading and math using computer programs in tutoring sessions. Skills include familiarity with equipment basics, such as turning the computer on and off, booting up, use of mouse, and utilizing programs.

3. Darren Veach request to teach computer skills in our lab. Melody and Veach have been “phone tagging,” and the committee does not have enough information for discussion. Melody will find out what kind of class he intends, what software is needed, number of students, is he charging students, if so how much, and other questions. Melody will email the committee the answers she gets so we can be thinking about it.

4. IFC Women’s group. Faviola’s attendance was helpful. The committee decided to join our resources with IFC’s needs by offering a women’s English language group.

- IFC will provide the students, who are already a comfortable, cohesive group which wants to improve their English
- The Council will provide child care, teachers/tutors, computer lab, workbook, and food. We hope to use the same child care workers who presently assist this group. Laura is eager to work with the group.
- Funds for the project will hopefully come from a grant (yet to be written, probably will ask CWO). Laura stated that she is already on the clock for the probable time of the group, and does not work as many hours as is budgeted.
- There was talk of using DVD’s for assistance with conversational English, and a couple of offers to donate a television for this.
- Laura and Melody will meet with the IFC group Thursday, April 2 as guest speakers to offer assistance and find out specific needs and preferences of the group.

5. Susan asked the committee members to think about refining the committee's role and purpose beyond what is presently stated, which is "To review and monitor Literacy Council programs." The members also need to think about the role of the committee as regards the volunteer tutors.

6. Pre- and post-assessments

- There was some discussion on pre- and post-assessment of the students and capturing that data.
- Melody will get more information (particularly cost) on an on-line reading and math testing program that is easier to manage than paper and pencil assessments, and which is used by Highlands School.

7. Communications between Council tutors, Highlands School teachers, and parents needs improvement so that we can better document our students' progress.

- a. Melody and Laura will create a new registration form for parents to sign that includes approval for the tutor and teacher to communicate.
- b. There is also need of a list of "expectations" that would go to the teachers regarding progress or lack of progress as seen in the classroom. A quick, easy form is desirable.