

Teaching Adults to Read, Changing Lives Forever

LITERACY COUNCIL OF ST. PETERSBURG

March 22, 2011, Minutes

Present: Ann Palmer, Bonnie Mettetal, Eileen Dardis, Maria Harmon, Hilary Oliveria, Ellen Hockett, and Elizabeth Laubach.

The meeting convened at 7 p.m. Eileen moved approval of minutes of January 18, 2011. Hilary seconded, all approved.

Treasurer's report was presented. Ann has been researching the Verizon overpayment of \$48.98 but to no avail. She has threatened to change phone service but still did not get any response other than that they did not mess up. Eileen moved that Ann and Ellen look into the costs to change phone service and report back to the Board and that we approve January financials. Hilary seconded, approved. Hilary moved approval of the treasurer's report for February. Eileen seconded it, approved. Thank you to Ellen for Quick Books and making the treasurer's reports easier to understand.

Nominating Committee – Hilary withdrew her name as vice president. Hilary moved that Eileen run as **Vice President**, Bonnie seconded it, approved. The slate of officers for 2011-12 is Ann Palmer, President; Eileen Dardis, Vice President; Bonnie Mettetal, Secretary; and Ellen Hockett, Treasurer. The By-laws require us to vote at the April meeting. There was no April meeting scheduled. Eileen moved that we vote by proxy (e-mail) in place of the April 19 meeting, Hilary seconded it, approved. E-mail vote to hilary@hilaryoliveria.com.

Old Business

Business Plan, Articles of Incorporation, and By-Laws – Revisions to the Business Plan, Articles of Incorporation, and By-Laws were reviewed by e-mail and suggestions made, revised, and resubmitted. Eileen moved we accept them as revised March, 2011; Hilary seconded; approved. Ann will file the Articles of Incorporation with the Secretary of State. Audit – Ann has a CPA who will audit the books for free. Ann and Ellen will coordinate.

Pinellas Safe Harbor – They are still trying to work out all the details and should be getting some people signed up. There are medical issues but not security issues. Two tutors are ready to start.

Tutor Training – There were 18 people training in February. No donations were made. In future trainings, Ann will tell them that there is a \$25 donation fee to offset the cost of tutoring materials.

New Business

Literacy Leaders – Ann attended the Florida Literacy Coalition Literacy Leaders training. Ann has put together a notebook for new Board members or those interested in serving on the Board to explain the make-up of the Board, Board Members job responsibilities, By-laws, Business Plan, Articles of Incorporation, minutes, and other pertinent information.

Board Development – Ann shared about Board development from the Literacy Leaders Conference. It happens over years. She distributed a Board matrix for all to see who to bring to the table and what each brings to the table. Eileen asked that we make a Declaration of Independence like the sample Ann brought back.

Annual Dinner – It will be May 14 at St. Pete Times Auditorium, First Avenue south and Fourth Street, and will include the Installation Ceremony. Ann will get signature cards and debit cards from the Suntrust Bank for the President, Vice President, and Secretary after election of officers.

Eileen will be the event coordinator for the dinner. E-mail her suggestions at EileenDardis@yahoo.com. Ann will distribute forms for coordinators to nominate outstanding tutors. We would like to see an award for Virginia Gildrie in the future and need to establish criteria.

READ Pinellas – READ Pinellas is unable to fund any more GED scholarships at this time. They are able to fund mini-grants and has just approved tutoring and training materials for the Literacy Council of St. Petersburg. Bonnie asked the Literacy Council if they could make a donation to READ Pinellas. Eileen moved the Literacy Council donate money for three GED scholarships - \$210, Hilary seconded, all approved. With the concern of funding with READ Pinellas money, the Literacy Council will look at other ways to raise money; i.e., jumping, bowling, silent auction.

Website Redesign – Hilary presented the revised page of the website. It looks wonderful. www.StPeteReads.com

The meeting was adjourned at 8:30 p.m. The next Board meeting is May 17, 2011.

Respectfully submitted,

Bonnie Mettetal
Secretary