

## ***Teaching Adults to Read, Changing Lives Forever***

### **LITERACY COUNCIL OF ST. PETERSBURG**

**September 20, 2011, Minutes**

**Present:** Ann Palmer, Ellen Hockett, Elizabeth Laubach, Bonnie Mettetal, Maria Harmon, Mitch Smith, and Hilary Oliveira.

The meeting convened at 7 p.m. Hilary moved approval of the minutes from July 19, Elizabeth seconded. Minutes were approved unanimously. The treasurer's reports were submitted for July and August, and Hilary moved approval, Maria seconded, and both were approved unanimously. The working balance is \$1,052.63 as of August 31, 2011. Ellen made changes to the July report to put items under correct categories and reported that we are operating at a deficit each month.

#### **Old Business:**

**Website** – Ann and Hilary will meet soon to finish up the website. Board members should resend Hilary bios. Hilary will send us the links to the registration form. Our registration form is on Wufoo. Go Daddy is our website provider. Andy Haslam is our webmaster. Hilary has been working with Andy. He currently pays the fee for our website, about \$35 annually. Our calendar is hosted off-site for free. Ann registered us with Google to be connected to key words.

**Recruitment Students/Tutors** – More posters are coming! We currently have 96 active tutors and 100 active students. Several tutors are trained to be placed. We discussed inviting tutors to the Board meetings. Ann will check with Mary Putnam to see if the Literacy Ambassadors would attend Board meetings. We need to look for students. Site report includes: NE – 14, Lakewood – 18, Tomlinson – 30, Dixie – same as 7 years ago, PTEC – small, Seminole – no longer PCS, and Pinellas Safe Harbor did not happen.

**Office** – We met at NE Community School. The office is wonderful. Thank you to Kathy Gregg. We are saving over \$600 annually due to cancellation of storage shed on August 28. Scrapbooks were donated to the Historical Society which included the very first newsletter from 1968, scrolls, and a beautiful stamp. All was very much appreciated. We could take a picture of the stamp and post donation on the website.

**Grants** – We are still looking for grants and writing them. We did not get the May and Stanley-Smith one because READ Pinellas money is more than 30% of our revenue. This is in and out money and will not be reported in future grants.

#### **New Business:**

**Training** – Tutor training will be November 19 from 9 to 4 p.m. at Bayfront Medical Center. Tutors will bring lunch. Last training 15 signed up and 10 came. There are technical difficulties with the on-line training. We are waiting. Eileen, Ellen, and Ann have all volunteered to help. Elizabeth wants to be on list.

**Volunteer Opportunity at PC Jail** – The jail has asked the Literacy Council of St. Petersburg to work with inmates who want to learn to read. We would not provide GED services. Ann has given them terms: there would be one-on-one tutoring for low literacy adults, all students and tutors would be in one room at the same time, the jail would have a strict screening process for participants, and four tutors would be the maximum number. After some discussion, Hilary moved we accept this opportunity on a trial basis for 90-days, Elizabeth seconded. Motion passed.

**Open:**

**Fund Raisers** – Ideas for raising funds were spell-a-thon, bowl-a-thon, tea, raffles, and silent auction at annual dinner. The largest expenses are the annual dinner; this year was \$300.

**Gas Allowance** – Last meeting Hilary moved we increase the gas allowance to \$100. Eileen seconded. There was discussion about allowable mileage. Hilary reported businesses do not reimburse for mileage from home to the office. When traveling from home to other location, mileage from home to office is subtracted. IRS allows 14 cents a mile as a deductible. Florida Literacy Coalition pays 44.5 cents/mile; some nonprofits pay 51 cents/mile. Since January Ann has spent \$665 on gas. She keeps track of her mileage. Could this be a line item in the budget? The vote was tabled until further information is available.

**Circus McGurkis** – There is no charge. It is a great way to recruit students and tutors, and it is fun. Anyone who wants to volunteer, please come October 29 to Lake Vista Park, 1401 62<sup>nd</sup> Avenue South, St. Petersburg. Elizabeth will be there. The theme is Celebrate Peace.

**Newsletter** – Ann proposed we only print a newsletter twice a year to save money. Ellen moved acceptance of proposal, Hilary seconded. It was approved unanimously.

The meeting was adjourned at 8:20 p.m. The next Board meeting is November 15, 2011.

Respectfully submitted,

Bonnie Mettetal  
Secretary

## UPCOMING EVENTS

January 18, 2011	Board Meeting
February 25-26, 2011	Tutor Training
March 22, 2011	Board Meeting
April 19, 2011	Vote Officers by Proxy
May 4-6, 2011	Florida Literacy Conference
May 14, 2011	Annual Awards Dinner
May 17, 2011	Board Meeting
June 24-25, 2011	Tutor Training
July 19, 2011	Board Meeting
September 20, 2011	Board Meeting
<a href="#">September 24, 2011</a>	<a href="#">Tutor Symposium</a>
November 12, 2011	Fall Celebration
November 15, 2011	Board Meeting

## NEWSLETTER

March

June

September

December