

Literacy Council of Scioto County
Minutes
Board of Trustees Meeting
October 23, 2007

Attendees:

Kay Bouyack, Linda Carpenter (guest), Lynn Counts, Hilda Drake, Mike Gampp, George Horsley (guest), Susan McComas, Tess Midkiff, Barb Nourse, Paige Williams, Debra Knutson

The October 2007 meeting of the Board of Directors of the Literacy Council of Scioto County was held in the Clark Memorial Library. The meeting was brought to order at 4:00 by President Hilda Drake.

Introductions

A trustee candidate and two guests were introduced to the Board. The Nominating Committee has recommended that Mike Gampp of American Savings Bank fill one of the Board vacancies. Because they are involved with literacy work in the community, Susan McComas had also invited George Horsley, Executive Director of Portsmouth Metropolitan Housing Authority and Linda Carpenter of SOMC's Professional Development Office to this meeting.

Secretary's Report

Debra Knutson distributed the minutes from the September meeting. Tess Midkiff moved to approve the minutes. Kay Bouyack seconded. Minutes were approved unanimously.

Treasurer's Report

Susan McComas presented the Treasurer's Report on behalf of Jim Wayne, who was unable to attend the meeting. Upcoming expenses include a \$50 annual Charitable Trust Registration to be sent to the Office of the Attorney General of the State of Ohio, a \$100 one-time Charitable Organization Registration also to be sent to the Attorney General, and \$54.57 for accounting services. Knutson moved to approve the Treasurer's Report. Lynn Counts seconded. Motion passed unanimously.

Old Business

Bylaws. Although the Board had voted to approve the *service providers* definition in September, they had not seen the complete definition in print until this meeting:

Agencies and institutions that provide literacy services, including, but not limited to, schools; libraries; adult education, health education, parent education, early childhood education, and adult tutoring programs.

It was noted that when we changed the size of the Board, we did not change the corresponding section of the Bylaws that indicates how many members' terms will expire each year. Since the size of the Board may fluctuate a bit, it was suggested that the Bylaws be changed to state that the terms of one-third of the Board members will expire each year. Knutson moved to accept the changes to the Bylaws. Midkiff seconded. Motion was approved unanimously.

Needs Assessment Update. Treva Williams will prepare the final report by November 1.

Nominating Committee Report. On behalf of the Nominating Committee, Barb Nourse proposed the following slate of officers for 2008:

Jennifer Schackart, President
Paige Williams, Vice-President
Debra Knutson, Secretary
Jim Wayne, Treasurer

Nourse also proposed the following rotation for Board members:

Terms to Expire at End of 2008

Tess Midkiff
Hilda Drake
Barb Nourse
Jim Wayne

Terms to Expire at End of 2009

Lynn Counts
Betsy Fannin
Debra Knutson
Paige Williams

Terms to Expire at End of 2010

Kay Bouyack
Jennifer Schackart
Angie Holmes
Mike Gampp

The elections for officers and for two new Board members (Holmes and Gampp) will be held at next month's meeting.

New Business

Society of Professional Journalists. Ryan Ottney of the Society of Professional Journalists wants to be involved with LCSC; he will be invited to an upcoming meeting.

Director's Report. McComas reported that:

The October newsletter has been distributed, and the distribution list is expanding tremendously.

There was an article about LCSC in the Pride edition of the *Portsmouth Times*.

She has attended a number of meetings and made new contacts, including:

- The Scioto Foundation (discussed fundraising strategy)
- Foundation for Appalachian Ohio, Scioto County
- Children and Family First Council meeting
- Linda Carpenter
- One of the 55+ clubs at Rest Care in Wheelersburg (gave presentation)
- PALS meeting
- School superintendents meeting in October (gave presentation)
- SSU Teaching and Learning Center (discussed community project possibilities)
- Jim Freeland, *Portsmouth Daily Times* publisher
- Cathy Mullins, SSU Grants and Development
- WebCast on literacy (hosted at SSU)
- Leave a Legacy Workshop (October 19)

She is working to ensure documentation for grants.

Bouyack moved to accept the Director's Report. Nourse seconded. Motion passed unanimously.

Literacy Tutor Training. McComas is working with Horsley on an adult tutoring program. Horsley told us that he is sending two staff members to tutor training. Funding is an issue, but he has some HUD funds that would probably allow for the purchase of books.

Action Team Assignments. McComas would like Board members to sign up for "action teams" to help her with literacy efforts. Drake suggested that instead of signing up for teams at the meeting, McComas email a list and details about each team to the Board so that members can consider which projects most appeal to them.

Memorandum of Understanding. The Board discussed a draft of the memorandum of understanding requested by our sponsoring organizations (SOMC, SSU, and Portsmouth Public Schools).

Meeting adjourned at 5:30.

The next meeting will be Tuesday, November 27, 2007, at 4:00 in the Clark Memorial Library.

Respectfully submitted,
Debra S. Knutson, LCSC Secretary