

Brunswick County Literacy Council
Board of Directors Meeting Minutes
August 19, 2019

Present: Bob Farrell, Eileen Farrell, Deanne Neuman, Susan Shook, Richard Skorny (by phone), Louis Washington, Karen Williams

Absent: Joanie Hoffman

Quorum Present

1. **Call to Order:** Meeting called to order by President Louis Washington at 3:30 p.m.
2. **Approval of Agenda:** Motion to approve agenda: Susan Shook; seconded: Eileen Farrell; voice vote: all in favor. Motion carried.
3. **Public Input:** None
4. **Approval of July Minutes:** Motion to approve minutes: Bob Farrell; seconded: Susan Shook; voice vote: all in favor. Motion carried. Minutes will be posted on BCLC website.
5. **Treasurer's Report:** Financial statements on file. Former Board Member and Treasurer Marianne Iaverone reviewed reports and answered questions about those she originated, including budget-to-actual cumulative report. Other budget-related matters discussed included procedures for approving the annual budget, policy for authorizing any deviations from the budget, reviewing current checks and balances system for expense payments. Motion to approve Treasurer's report: Deanne Neuman; seconded: Bob Farrell; vote: all in favor. Motion carried.
6. **Social Media Update:** Facebook volunteer Ellen Lehrer presented the new Brunswick County NC Literacy Council Facebook page she created and is updating. In addition to BCLC activities and events, literacy-related content from a variety of sources will be posted regularly. Posting schedule will follow a calendar based on ideas generated when Ellen and board members Karen Williams and Deanne Neuman met to plan ways to increase BCLC's social media presence. Examples of planned postings: International Literacy Day, links to relevant news stories, tutor training class dates, volunteer opportunities, factoids defining illiteracy, its impact, statistics, etc. All board members and volunteers should "Like" the BCLC page and share postings as appropriate to increase traffic. Next social media project will be to publish a newsletter with a goal of issuing it twice a year initially.
7. **Executive Director's Report:** Report on file. Highlights: (1) Current student and tutor numbers and HITEST (GED) results. (2) Third ESL/citizenship preparation student this year became a citizen. (2) Status of donations and grant applications pending and results to date. (3) Detention Center has proposed that Brunswick County Life Skills Class to be taught in cooperation with NC Works be held one Saturday a month. Whether BCLC tutors and NCWorks

representatives would be available then is yet to be determined. (4) Financial literacy program designed jointly by BCLC, Brunswick Family Assistance, and Shallotte Kiwanis will start in October 2019 at West Brunswick High School. There will be 18 classes with more than 300 students. Classes will consist of six modules over 10 weeks covering credit cards, student loans, mortgages, budgeting, savings, and selecting a bank. (5) Changes to Brunswick County Volunteer Policy require any tutor working with students to submit to an online background check valid for two years at a cost of \$22/person. Two to four tutors at elementary school ESL classes may be affected because students remain at school while parents are in class. Motion to approve BCLC payment of fees for up to five background checks: Eileen Farrell; seconded: Karen Williams; voice vote: Motion carried.

8. **Old Business:**

Fundraisers update as follows:

- **Golf Tournament Saturday, September 21:** Preparations proceeding on schedule with Golf Tournament Committee direction.
- **Belk Charity Day, Saturday, August 24:** BCLC volunteers are selling tickets and will be at the sale on Saturday.
- **Spelling Bee and Silent Auction, Tuesday, May 21:** Proceeds of \$7,903.00 to date from team, round, word, and mini-Bee sponsors; Silent Auction sales, and general donations.
- **Butcher of Brunswick/Makai Beer Brewing Company:** No updates.
- **Giving Tuesday, December 3:** No updates.
- **Leland Activities:** Deanne Neuman attended the August 1 Services Coordinating Council meeting in Joanie Hoffman's absence. Meeting agenda Included discussion of plans for the September 28 SCC Community Expo from 10 a.m. to 2 p.m. at the Brunswick Senior Center, 121 Town Hall Drive in Leland. Expo is intended to provide information on local nonprofits and connect attendees to volunteer opportunities. Expo is free to all nonprofit exhibitors; BCLC is registered to attend. Volunteers are needed to staff our table and are advised to be there at 8:30 to claim table space since it can't be reserved.
- **News Releases/Publicity/Newsletter:** Upcoming events that are candidates for news releases include golf tournament, latest ESL student to receive citizenship, and financial literacy program launch at West Brunswick High School. For publicity and newsletter updates, see **Social Media Update** above

9. **New Business:**

- **Background:** Changes to Brunswick County Volunteer Policy require any tutor working with students to submit to an online background check valid for two years at a cost of \$22/person. Two to four tutors at elementary school ESL classes may be affected because students remain at school under supervision of BCLC volunteers while parents are in class. Motion to approve BCLC payment of fees for up to five background checks: Eileen Farrell; seconded: Karen Williams; voice vote: Motion carried.

- **Ad Buys:** Quarter-page ad for BCLC Golf Tournament was published in the August 14 issue of the State Port Pilot.
- **Festival of Trees:** Eileen Farrell asked if BCLC would be interested in having a tree at the Coastal Carolina Museum Festival of Trees Nov. 21-Dec. 13. Participants decorate a tree in a theme that represents their organization, and museum attendees vote to select the favorite tree. Motion to sign up for a BCLC tree in the Festival: Deanne Neuman; seconded: Bob Farrell; voice vote: all in favor. Motion carried.
- **Adjournment:** Motion to adjourn: Bob Farrell; seconded: Susan Shook; voice vote: all in favor. Motion carried. Adjourned at 5:15 p.m.

Deanne Neuman, Secretary