

Brunswick County Literacy Council
Board of Directors Meeting Minutes
October 23, 2019

Present: Bob Farrell, Eileen Farrell, Joanie Hoffman, Deanne Neuman, Richard Skorny, Louis Washington

Absent: Susan Shook, Karen Williams

Quorum Present

1. **Call to Order:** Meeting called to order by President Louis Washington at 3:35 p.m.
2. **Approval of Agenda:** Motion to approve agenda: Deanne Neuman; seconded: Joanie Hoffman; voice vote: all in favor. Motion carried.
3. **Public Input:** None
4. **Approval of September Minutes:** Motion to approve minutes: Joanie Hoffman; seconded: Bob Farrell; voice vote: all in favor. Motion carried. Minutes will be posted on BCLC website.
5. **Treasurer's Report:** Motion to approve Treasurer's report: Deanne Neuman; seconded: Eileen Farrell; voice vote: all in favor. Motion carried. Report on file.
6. **Executive Director's Report:** Report on file. Highlights: (1) Executive Director Dot Hoerr asked the board to approve BCLC office holiday closing hours as follows: Closing at noon Wednesday, Nov. 27, reopening Monday, Dec. 2; Closed Monday, Dec. 23 through Thursday, Jan. 2. Motion to approve: Louis Washington; seconded Bob Farrell; voice vote: all in favor. Motion carried. (2) ESL classes have resumed at Lincoln Elementary, Waccamaw, and Jesse Mae and are under consideration at Belville Elementary. Addition of citizenship class to ESL classes under consideration at St. Brendan. (3) Financial literacy classes to begin Dec. 10 at West Brunswick High School. (4) Discussions are under way or scheduled regarding presentation of BCLC Life Skills, Financial Literacy, ESL classes, and program information in cooperation with Samara's Village, New Hope Clinic, Habitat for Humanity, Carousel Center, Brunswick Wellness Coalition, and Smart Start of Brunswick County. (5) Board member volunteers are needed to represent BCLC and provide information on services at NCWorks on Mondays when schedules of Executive Director Program Coordinator conflict. (6) Upcoming QENO courses regarding board responsibilities are available for BCLC board members. (7) Grants update.
7. **Old Business**

Fundraisers update as follows:

 - **Golf Tournament Saturday, September 21, 2019:** Expenses, revenues, and net income reported.
 - **Belk Charity Day, Saturday, August 24, 2019:** Revenue from August ticket sales not yet calculated. BCLC is selling tickets for Oct. 16 Belk Charity Sale; volunteers are needed for day of sale.

- **Spelling Bee and Silent Auction, Tuesday, May 21:** Need to check with program organizers Kim Loucks and Carolyn Hirst-Loucks to confirm date, that they will be in charge of the 2020 Bee, and that space for the event is reserved.
 - **Butcher of Brunswick/Makai Beer Brewing Company:** This fundraiser is not being pursued at present.
 - **Giving Tuesday, December 3:** Joanie Hoffman volunteered to provide instructions for posting BCLC donation information on personal Facebook pages in addition to Eileen Lehrer's posting on BCLC Facebook page.
 - **Services Coordinating Council Expo: Leland Activities:** Joanie Hoffman and Deanne Neuman represented BCLC at the Services Coordinating Council Community Expo Sept. 28. They collected names of potential tutors and volunteers and made the contacts with other nonprofits that led to the possible joint presentations being explored as described in the Executive Director's report.
 - **St. James Nonprofits Fair:** Joanie and Deanne also represented BCLC at this event. They made additional contacts with other nonprofits present that are interested in cooperative programs with BCLC and again collected names of a number of potential tutors and volunteers.
8. **New Business:**
- **Festival of Trees, November 21-December 14, 2010:** Eileen Farrell arranged selection of tree BCLC will decorate and board discussed literacy decorating theme and obtaining garlands, ornaments, etc. Tree needs to be set up and decorated Nov. 17-18 and the Museum of Coastal Carolina exhibit will open officially on Nov. 22 and run through Dec. 14. The grand opening and fundraising event will be Nov. 29.
 - **Financial Controls:** Rick Skorny presented proposed draft amendments to BCLC financial controls and guidelines. Board members will submit comments after reviewing proposals to Board President Louis Washington for board discussion and approval. Joanie Hoffman moved that BCLC establish an Audit Committee; motion seconded: Rick Skorny; voice vote: all in favor. Motion carried.
 - **Adjournment:** Motion to adjourn: Bob Farrell; seconded: Eileen Farrell; voice vote: all in favor. Motion carried. Adjourned at 5:10 p.m.

Deanne Neuman, Secretary