

BRUNSWICK COUNTY LITERACY COUNCIL

Board Meeting Agenda/Minutes

Present: Louis Washington, Eileen Farrell, Joan Hoffman, Bob Farrell, Susan Shook, Karen Williams and Rick Skorny

18-Nov-19

3:30 PM

- | Item | Action | Motion | 2nd | Discussion | Vote | Opposed |
|------|---|---|-----|-------------------|------|--------------------|
| I | Call to order/verify quorum | | | "yes, 3:32 Louis" | | "yes, have quorum" |
| II | Approval of agenda: | motion to approve Susan and Joan, Yes | | | | |
| III | Public Input | none | | | | |
| IV | Approval of October Minutes: | motion to approve Rick and Susan Yes | | | | |
| V | Treasurer's report: | motion to approve Rick and Eileen "2K overspent, monies still coming in - DG: no grant awarded this year, lots of requests. Expecting Sherriff's office, and United Way - \$5k/\$3.75, respectively. 3M? Duke: WIP; Wal-Mart: Submitted 11-7. Mulligans cash not there yet. Insurance reimbursement: reminder from Marianne that money is there..." Yes | | | | |
| VI | Executive Director's Report: | see separate report; BCRC corrected to 4 students; Financial Literacy: Future sites may grow; Treasury update re: tax returns 16-25 yrs. Forbes/Tax News picked it up and BCLC may get an additional plug. Holiday BookShare has begun. 9-12 yrs. Age group short books. AARP update: excellent affair. | | | | |
| VII | Old Business | | | | | |
| | A. Update Fund Raiser results for 2019 | | | | | |
| | "Golf Tournament -September 21, 2019 Carolina National" | | | | | |
| | mulligan \$ since added | | | | | |
| | Giving Tuesday November 26 | | | | | |
| | B. Newsletter /press releases Deanne: skipped | | | | | |
| VIII | New Business | | | | | |
| | Festival of Trees – Eileen discussed as part of Dot's report - Karen's mother's ornaments were gorgeous; fun activity. Website available. Gala on 11/29: pre-sale: \$30 | | | | | |
| | Financial Controls Amendment/Guidelines: Rick to approve a De Minimis amount outside of guidelines. Rick and Eileen "Precursor to establishing an audit committee, Rick to lead. Laptop discussion - secure with 2FA. Extended conversations about various aspects. Cash: De Minimis amount." Yes | | | | | |
| | To approve financial amendment/guidelines as written. Susan and Eileen minor, Yes | | | | | |
| | Building repairs Rick/Dot repairs need to be done; authorize Rick/Louis to select vendor. Karen and Susan "\$4,000 check rec'd. Since then, claim reopened. ~\$11,000 more expected. OSB on roof, to replace with plywood. To add roof vents, remove chimney, replace damaged insulation with batting, and to mark drywall. Garage: take siding down, replace with OSB, reinstall roof correctly with metal flashing. Garage also needs new roof. 30 yr. Architectural shingles and metal roofing. Colors reviewed. 10 yr. guarantee. See separate quote....~\$13K ", Yes | | | | | |
| | Other | | | | | |
| | Dot: as part of Duke Grant - conflict of interest? Karen disclosed in grant; Karen to complete form. | | | | | |
| | SEC meeting: Joan, Post mortem on expo | | | | | |
| | Added: Joan: Corning Credit Union - desks - 2 men and a truck to go tomorrow | | | | | |
| IX | Adjourn: "Motion, 5:18pm" | Rick and Joan, Yes | | | | |

Bob Farrell

Substitute minute's recorder