

TUTORS FOR KIDS - BOARD OF DIRECTORS

Meeting Minutes, May 13, 2024

3:00 – 5:00 p.m.

1. Call to Order – Hank Leavitt called the meeting via Zoom to order at 3:04 PM. Board members in attendance were; Shug Brandell, Joanne Cooper, Bev Goldstein, Eileen Honahan, Hank Leavitt, Sandy Lynch, Josie Morello, Bob Navarre, Judy O'Neill, Shirley Potts, Bev Rovelli, Carolyn Ruhe, and Frank Russo. Chuck Ramberg was absent.
2. Consent Agenda – Shug moved and Bob supported approval of the consent agenda and the motion carried.

Approval of the minutes of March 11, 2024 meeting and cash report

3. Committee Updates

- Finance Committee – Shirley
 - Shug moved and Eileen supported authorizing renewal of the Live Oak CD totaling \$85,475. Motion was approved.
- Communications and Public Relations – Eileen
 - Highlights from Eileen's written report submitted with the agenda included; Josie's brochure about tutoring to be passed on to Joanne and the Communications and Relationships strategic planning committee, and that Joanne will be providing this report in the future. Also noted the ongoing work of the Admin Team and importance of alignment of all these initiatives.
 - Joanne provided that committee's report prior to the meeting but highlighted the importance of the Newsletter distribution to tutors and appropriate school personnel. Next meeting is June 17.
- Tutor Operations- Chuck reported to Eileen that he has dates locked in for next year's orientation sessions.
- Technology – Frank reviewed highlights from the report he submitted earlier that listed systems needs; adding school personnel to MailChimp by role and position to send targeted emails, and adding tutors by school assignment or preference for targeted emails. This committee will be absorbed by the Technology Strategic Planning Committee and Hank will provide future reports.
- Books and SBCs – Sandy's report was attached to the agenda. Highlights included the number of books distributed at various school functions especially at WW Intermediate where over a hundred books were distributed to students and teachers. She will send the manual she created to the Tech Committee to review.
- STCs –(see item 4)
- Grants/Development – Eileen (no report)
- Administration – No report
- Tutor Meetings – Eileen submitted her report with the agenda; highlights noted the April session was informative and well received by those who attended but unfortunately, new tutors didn't receive the newsletter or prior notice from STC's.

The committee of Eileen, Shug, and Deb Wiles will meet in June to plan next year's calendar and events.

- Strategic Planning Updates- Hank reported on the Technology Committee and the Book/Incentive Committee meetings. They each met once and follow-up meetings are being scheduled.
4. Board Liaison Job Description & assignments, STC Issues and assignments, T4K/School agreement – Bob forwarded drafts of the above documents and reviewed highlights. He was commended for the work he did but he noted the need to add communication pieces to the Board Liaison role and in the Agreement with Schools document. There was much discussion about how to proceed with these documents in light of the loss of so many STC's as well as the HTC. It was determined that in the absence of these positions at a school, that school staff would need to assume the responsibility of assigning the tutors and some may not agree to that. Therefore, it was decided that Board Liaisons needed to meet with school administrators and other appropriate people to determine if the school would do this and if not, would TfK provide tutors to that school. Board Liaison assignments were confirmed and Eileen, as TfK chairperson, volunteered to assist Liaisons in fulfilling this assignment or will meet with some of the school administrators to determine their wants and needs for next school year.
- Bob also will draft a document regarding the role of the school regarding tutor assignment, retention, etc. He will also send the STC's an email that Joanne is the new HTC.
 - There will be a special meeting June 24 from 3 to 5 PM (Shirley will send the Zoom invite) and Board Liaisons will provide a written report in advance to the board if the school will take on the role of STC if necessary and ID what the needs are for tutors for next school year. The purpose of this special meeting will be to discuss these issues and if there's a need to recruit new tutors or not.
5. Old Business- Bob submitted his resignation which was accepted with reluctance. He was thanked for his many years of service and received the board's best wishes as he returns to tutoring two days a week. After much discussion, Joanne reluctantly volunteered to assume the role of HTC which the board gratefully accepted.
6. New Business- Shug moved and Bev R. supported the motion to cancel the TfK credit cards for Lisa Burnside, Rhonda Casey, Patricia Harrington, and Kathleen Tapia. Motion was approved.

Adjournment- Shug moved, Josie supported the motion to adjourn at 4:35. Motion approved.

Future Board Meetings: 3:00 to 5:00, Via Zoom

Special Meeting -June 24

August 12, 2024

October 14, 2024