

TUTORS FOR KIDS
Board of Directors Meeting Minutes
March 9, 2026

1. Call to Order

- Meeting was called to order by Hank Leavitt at 3:10 pm.
- Present: Hank Leavitt, Sandy Lynch, Joe Miller, Judy O'Neill, Shirley Potts, Bev Rovelli, Frank Russo, Colleen Vaneps
- Absent: Bev Goldstein, Josie Morello, Chuck Ramberg

2. Consent Agenda – Items approved by unanimous vote.

- Consent Agenda Approval of the Minutes of January 19, 2026 Meeting (attached)
- Approval of Cash Report (attached)
- Financial Statement – None

3. CD Renewal

- Shirley reported that the 6-month CD was renewed at 3.6% on February 25, 2026.

4. Committee Reports

- **Finance Committee** - Shirley
 - Reported that 2026 donations received total \$3,500 including new grants from Vanguard Charitable and National Philanthropic Trust.
 - Noted all financial receipts should be submitted to Treasurer@tutors4kids.org
- **Tutor Operations** – Shirley
 - Noted new tutor placements have stopped for this school year.
- **Administrative Team** – Shirley
 - Requested immediate notification if Google system users experience any issues including Tutor Admin updates.
- **Orientation** – Shirley
 - Reported Orientation eLearning courses continue on website.
- **Books and SBCs** (attached) - Sandy
 - Reported 60% of book budget for 2025-2026 has been spent to date.
 - Sending reminder to SBCs to be sure to use their TFK credit cards to pay Scholastic. As charity partner, order payments are not accepted at time of order but should be paid as soon as possible by STCs.
- **STCs**
 - Hank reported replacements needed.
- **Grants Development** – Shirley
 - Shug Brandell continues to follow-up with Duke Foundation grants committee.

- **Tutor Meetings Update**
 - Colleen reported committee has March 11th tutor recognition party preparations are in place at Colony Cottage Recreation Center.
- **Technology Committee (Technology Support) – Hank**
 - Reported progress with multiple interviews and proposals for technology projects and ongoing systems support.
 - Goal is to have onboarding automation integration in place by July.
 - Goal is to TFK email system conversion in July.

5. **Board Liaison Reports** - None

6. **Year-end Meeting with Principals (attached)** - Hank

- Partnership with School Principals 2026/2027 School Year attached.
- Items for Discussion with Principals attached.
- Board Liaisons asked to schedule May meetings.
- Purpose is to discuss 2025-2026 school year; discuss planned changes and school tutor needs for upcoming school year.

7. **Conflict of Interest Form** – Shirley

- All board members that have not already submitted their signed form are asked to submit scanned documents immediately to Secretary@tutors4kids.org or mail to Tutors for Kids address.
- Shirley will follow-up as needed.

8. **Old Business**

- Hank reported Charity Navigator is reviewing TFK policies for potential rating improvements.
- Additional Administrative (non-tutor) volunteers to be reviewed by Executive Committee for multiple volunteer opportunities including marketing and publicity. Support application on website.
- Additional recruiting partners needed especially for Marion County tutors. Recruiting partner application on website.
- Bev R. reports she has submitted charity request to The Villages Entertainment for free tables at vendor nights on the squares. She submitted 16-date maximum for August /September and is awaiting their reply.

9. **New Business**

- Hank reported CLS has approved our request for legal pro bono attorney to review our new corporate policy statements. CLS will send us attorney information when available.

10. **Adjournment**

- Meeting adjourned at 4:30 pm.

Future Board Meetings (Via Zoom, 3:00 – 5:00 PM)

- May 11, 2026
- August 10, 2026
- October 12, 2026