

TUTORS FOR KIDS

Minutes of Board of Directors' Meeting

Thursday, July 19, 2012

1. **Call to Order.** The meeting was called to order at 4:36 p.m. by Frank Russo, with three members on the phone. A sincere thank you for everyone for volunteering their time.

2. **Introductions of Members.** The following Board Members were introduced:

- Marilyn Burak, tutor;
- Carol Dunworth, tutor;
- Nancy Moore, tutor;
- Sharon Pierce, tutor;
- Frank Russo, tutor;
- Carolyn Ruhe, tutor;
- Terri Robinson, Director the Media Center at Belleview Santos and school liaison;
- Deborah Ruhe, Executive Director of Hosteling International, Northeast Region and nonprofit consultant;
- Bill Hrubes, Compliance Officer at Johnson and Johnson and nonprofit consultant;
- David Burns, Vice President, Senior Financial Advisor, Merrill Lynch, financial advisor.

3. **Election of Officers.**

Frank Russo was nominated as Chair by Carolyn Ruhe, seconded by Sharon Pierce. The vote was unanimous.

Sharon Pierce was nominated as Vice Chair by Frank Russo, seconded by Nancy Moore. The vote was unanimous.

Carolyn Ruhe volunteered as Treasurer. After some discussion by the Board it was agreed that the role of Secretary and Treasurer would be combined until a future decision by the Board. Carolyn was nominated by Bill Hrubes, seconded by Deborah Ruhe. The vote was unanimous.

4. **Discussion of Policies**

Bylaws. Each article of the Bylaws was discussed at length. In summary:

Article III Officers. The Office of Secretary and Treasurer were combined for now. This will be reviewed by the Board in the future at the need arises.

Article IV Committees. The Board agreed to form the Finance Committee as a standing committee. The Board appointed three ad-hoc committees to serve as follows:

- a) Curriculum, Training, and Books
- b) Communication and Recruiting
- c) Grants (as part of the standing Finance Committee)

Article VII Conflict of Interest. The Board discussed whether a policy was needed beyond what was stated in Article VII of the by-laws. The Board agreed that a separate policy may be needed in the future but currently due the smallness of the organization the words of Article VII would suffice. The Board also requested all Board members to state whether any one of them finds themselves in a conflict of interest with Tutors for Kids, Inc. Each Board member stated publically that there was no conflict.

Article IX Fiscal Policies. The fiscal year dates were changed to July 1 to June 30.

The **Bylaws** as amended and recorded here in the minutes were put to a vote after being proposed by Deborah Ruhe and seconded by Bill Hrubes. The vote to accept was unanimous.

5. **Treasury Report**

The status of the financial picture of Tutors for Kids was presented by Carolyn Ruhe. She explained the origin of the funds as a donation from the former Altrusa Club that was disbanded. The vote of the club members at the time of the disbanding was that the funds be restricted to the support of the book program from First Book.

Other donations were explained and recognized, and Carolyn reported that the only expenditure was for \$500.40 for the shipment of 1,100 books received in May. She also spoke of other donations that are expected within the next six months. When and if they are received she will notify the Board by email and in the newsletter.

She also stated that Tutors for Kids is received approximately 1,500 books in July 2012 and the Board approved the expenditure necessary to pay for this shipment.

Carolyn also requested that the Board approve the expenditure of additional books for the upper grades (Grades 3-5) as they become available from First Book. The Board approved this request.

Carolyn stated that there were no other expenses expected before the next meeting.

6. Establish ad hoc Committees and Operations

- a) Curriculum, Training, and Books – the purpose of this committee is to coordinate with the schools on ways to enhance our approaches to tutoring. Frank Russo agreed to lead this committee.
- b) Communication and Recruiting – the purpose of this committee is to publicize our program to the public and spread the awareness of our accomplishments with the goal of recruiting additional tutors. Sharon Pierce will work on publicity and Nancy Moore will speak to groups
- c) Grants – the purpose of this committee is to solicit grants and additional funding to augment the book program and other equipment and items for the schools. Carolyn Ruhe has agreed to lead this committee.

7. First Book Grant Request – July 2012

Carolyn Ruhe reported about our relationship with First Book, who has granted us over 5,000 new books to give to children. Our most recent request to First Book was for 3,500 new books to be received in July 2012. We have been notified that we will receive only 1,500 books from this request.

The Board authorized Tutors for Kids, Inc. to continue working with First Book and other organization for the purpose of procuring books and other material to help improve the learning process.

Deborah Ruhe suggested that Tutors for Kids record the receipt of these books at the retail cost to illustrate to potential grantors the “in-kind” support received from First Book. This level of support enhances our ability to obtain grants from other organizations when they see this funding.

8. Discussion

D&O/Liability Insurance – The need for Directors and Officers and tutor liability insurance was discussed. After much discussion, it was recommended that we seek out the pro-bono advice of an attorney to see if this insurance is needed and what it would actually cover.

A motion was brought by Bill Hrubes, seconded by Deborah Ruhe, that in the training program we place a written policy statement about a tutor’s conduct at school and when

tutoring children. Each tutor will be must sign this policy before entering a school or classroom. The Board approved the motion.

Future Direction – Two reports were made to the Board as follows:

1. As of July 15, we have 17 new volunteers interested in tutoring this coming year.
2. Two additional schools want to have our tutors program. Details are being worked out.

New Topics – Terri Robinson, Director the Media Center at Belleview Santos, gave a summary of the 2012 FCAT scores for their 3rd, 4th, and 5th grades. Based on these results, we have some hard statistics that show our special program to work intensely with the lowest 25% in reading for students in these three grades produced significant results. The program involved having four tutors in the Media Center three mornings a week using the A/R (Accelerated Reader) program followed by tutoring in the classroom. The Board recommended that the curriculum ad-hoc committee to work with the Principal and Media Director at Belleview Santos to expand and improve the program for the fall.

9. Proposed Next Meeting.

The Board agreed that we should try to meet on Friday, December 7, 2012. In the meantime, communication will be via email and the newsletter. Frank assured Board members that all email subject lines will start with the word, “tutors.”

10. Adjournment.

Carolyn Ruhe made the motion to adjourn. Frank Russo seconded. The vote was unanimous to adjourn at 5:31 p.m. with special thanks to Dave Burns at Merrill Lynch to arrange the conference call.

Approved _____

Attested _____