

TUTORS FOR KIDS
Minutes of Board of Directors' Meeting
November 12, 2015
DRAFT

1. Call to Order. The meeting was called to order at 4:34 p.m. by Frank Russo with ten members attending in person: Don Romano, Carolyn Ruhe, Sharon Pierce, Lynn Leavitt, Hank Leavitt, Loyola Garcia, Dan Miller, Rhonda Casey, Shelley Signoff, Sharon Pierce, and Frank Russo. Three members participated via conference call: Bill Hrubes Deborah Ruhe, and Terri Robinson. Glen Moyer was travelling and unable to participate in the conference call.

2. Approval of Minutes from July 7, 2015. No changes or additions. Motion to approve by Bill Hrubes, second Terri Robinson.

3. Introduction of new Board Members. Frank asked the new Board members to introduce themselves and state where they tutored, how long they have been tutoring, the grade, and the subject. The following are the new Board members who were accepted in October in an email to the then current Board members. The new members accepted are Don Romano, Lynn Leavitt, Hank Leavitt, Loyola Garcia, Dan Miller, Rhonda Casey, Shelley Signoff, and Glen Moyer.

4. Organizational Chart – A draft of the Organizational Chart was presented by Frank. It had been previously sent to each member in email. There was a brief discussion of the structure and function of some of the subcommittees as well as some of the tasks that each group within each subcommittee could be assigned. This initial presentation was more an outline of what Tutors for Kids has undertaken for the calendar 2016. The Board agreed to review this draft and the functions assigned within it in time for the January meeting.

5. Financial Report - Carolyn gave a brief overview of what the accountants had suggested about structuring our financials. The value of the books we receive from First Book will now be reported as 'in kind' donations thereby giving a better picture of the financial picture of Tutors for Kids. The cash reporting is as follows: The period started on 6/30/2015 with a balance of \$9,528.22. There were donations of \$2,606.61. There were interest, adjustments, and Amazon Smile amounts of \$9.96. There were 3 checks paid to First Book for \$2559.20. The current balance is \$9,585.59. The financial report was accepted by the Board after Loyola Garcia made a motion to accept and Sharon Pierce seconded it.

6. Create New Checking Account – The Board voted to create a new checking account at Suntrust Bank at no charge or minimum balance. The Board also authorized the move of money from Merrill Lynch to new account. The motion was made by Bill Hrubes and seconded by Terri Robinson. The Board authorized three signatures to on the account with more may be added later, if needed. The signature authorized are Dan Miller, Carolyn Ruhe and Frank Russo. A credit card tied to the checking account was also authorized by the Board.

7, Grant Proposal to United Way of Lake and Sumter Counties Carolyn explained the grant request process and the contents of our proposal. The grant is for \$55,200 and the announcement will be made in January. Frank explained the statistical requirements.

8. **Grant Proposal to Hans and Kay Jacobsen Foundation** – Carolyn briefly explained this grant proposal and our request for \$22,700.

9. **Administration of Grant(s)** Frank explained if we receive either or both grants, there would have to be someone to administer the grant(s). Hopefully the part-time coordinator requested in the United Way grant would take on this responsibility. There would need to be a grants oversight group set up by the Board under one of the subcommittees in the draft organizational chart.

10 **Technology – Database Report** – Shelley Signoff gave a brief report on the task force first meeting. The need for some type of data base management system was documented. Currently all information is contained in at least twelve spreadsheet and is becoming impossible to assign tutors to teachers and track their assignments. Several software tools are being explored and trial tested. The next meeting is scheduled for November 24th at 3 PM.

11. **Statistics** There are 310 Tutors in 440 class time slots distributed over 12 schools.

12. **Board Training** Frank announced that there would be a training session for the Board at some point in the New Year. Checking with Rollins College for training was discussed as an option.

13. **Future Grants** Frank explained that any future grant requests would be a decision by the Board. This year's pursuit of funding was done to meet the substantial new demands on our program. As the Board plans for the next calendar year the scope of the program may not need help from grants.

14. **New Business** – The Board agreed to meet on the third Thursday of January, April, July, and October at 4:30 PM

15 **Adjournment** – A motion was made for adjournment by Terri Robinson and seconded by Bill Hrubes at 5:35 PM.