

TUTORS FOR KIDS
Minutes
Board of Directors' Meeting
Sea Breeze Rec Center (New Smyrna Beach Room)
Tuesday January 30, 2018

1. Call to Order - The meeting was called to order at 3:20 p.m. by Frank Russo, with nine members attending in person: Carolyn Ruhe, Lynn Leavitt, Hank Leavitt Frank Russo, Eileen Honohan, Shirley Potts, Rhonda Casey, Bob Navarre, Sharon Pearson, and our strategic process leader, Peter Moeller. Not able to attend: Sharon Pierce, Glen Moyer, Loyola Garcia (leave of absence). Visitors were Sue Fortier and Jack Graham.
2. Reports - The following reports were approved as 'consent agenda': minutes of Friday December 15, 2017 meeting, and Cash report. Bob Navarre moved approval, Hank Leavitt seconded. The motion to accept was approved unanimously in a voice vote. The Book Report was presented briefly by Bob Navarre. Rhonda Casey moved approval, and Shirley Potts seconded. The motion to accept was approved unanimously in a voice vote.
3. New Board Members – Frank Russo presented Sharon Pearson to the Board as a new member of the Board of Directors. Two visitors and maybe future Boards, Sue Fortier and Jack Graham, were also presented
4. Flattening the Organization – Peter Moeller, our strategic process leader, conducted the rest of the meeting. He went back to a document from our December 7, 2016 meeting which was about our Mission Statement and the tag line "Excited Children Eager to Learn". The following were the components discussed. They are shown below:
 - a. The Board review and discussed the document prepared by Carolyn and Frank about "What We are Still Doing" There was a sense from the Board about being overwhelmed by the suggested number of people needed to continue the Co-Founders work. The total in the document was suggested to be 77. Hank Leavitt thought that it was 'way too many' and the Board needed to see what could be cut be cut down or eliminated altogether. Eileen Honohan pointed out that the many people currently doing tasks make it a lot less 'overwhelming. She mentioned Bod Navarre and the book program.
 - b. Peter continued the discussion. The three themes mentioned were "Leadership", "Flattening the Organization", and "Task Analysis". He made the point that if we were in business and several businesses were responding to an RFP by schools to provide tutoring and books then we would have to be concerned about streamlining our business model in order to submit a competitive bid to the schools in the hope of winning the contract to provide tutors and books. Our 'focus' would be 'lean and mean'.
 - c. There was some discussion about what could be done more efficiently and using less people on our end. It was suggested that maybe we could have an agreement with the schools to provide the tutors and books to each school and make the schools responsible for assigning tutors and distributing the books. Eileen saw a problem with this option stating that all schools were already on 'overload' and that these additional responsibilities would cause many tutors not to be utilized and most likely would also result in children receiving books as generously as now. This discussion will continue at future meetings.
 - d. Eileen Honohan pointed out that regardless of how we solved the staffing pattern that one thing was essential namely that Carolyn and Frank continue to be the public face of Tutors for Kids.
 - e. The situation with our STCs was discussed briefly. Essentially the discussion centered around the fact that the School Tutor Coordinators were absolutely essential to Tutors for Kids and at present had no Board member to work with them and discuss some of the problems with some of the schools. The STCs were becoming discouraged and need some support.

5. The STC Proposal from the Board- Eileen, Shirley, and Rhonda agreed to form a committee to work together on the STC problem. Sharon Pearson from the Board also agreed to join this group. In addition Linda Deeken, one of our STCs from Belleview Santos has agreed to work with this committee in trying to figure out what to do.

6. Adjournment – A motion to adjourn was made by Shirley Potts and seconded by Lynn Leavitt. Motioned passed unanimously. Adjourned at 5:05.