

**TUTORS FOR KIDS**  
**Minutes**  
**Board of Directors' Meeting**  
**Sea Breeze Rec Center**  
**April 30, 2018**

1. Call to Order - The meeting was called to order at 3:10 p.m. by Frank Russo, with twelve members attending in person: Hank Leavitt, Lynn Leavitt, Jack Graham, Bob Navarre, Eileen Honohan, Rhonda Casey, Sharon Pearson, Shirley Potts, Linda Deeken, Glen Moyer, Carolyn Ruhe, Frank Russo, and our strategic process leader, Peter Moeller. Not able to attend: Sharon Pierce, Loyola Garcia (leave of absence). He then turned the meeting over to Eileen, our new chair.
2. Eileen introduced Linda Deeken as our new board member – welcome!
3. Pause and celebration – The board took several minutes to celebrate the achievements attained by the board during the past 1 ½ years. Champagne and cupcakes aided in the celebration.
4. Reports – Bob moved and Eileen seconded approval of these reports as ‘consent agenda’: minutes of March 22, 2018, meeting (attached), cash report (attached), 2017 financial statements (attached). Motion approved.
5. Strengthening the role of the STCs – Eileen summarized the team’s progress.
6. Report and feedback from Board/Principal/Volunteer Coordinator meetings – each board member reported on their meetings at their schools:  
Bob – Beverly Shores  
Hank and Lynn Leavitt – Wildwood Elementary  
Linda – Belleview Santos  
Rhonda – Harbour View  
Shirley – Villages  
Sharon – Belleview  
Eileen – Fruitland Park  
Jack – will visit Leesburg in May
7. Structure, Content and Setting dates – Lynn led the discussion of the frequency of the general tutoring meeting. The conclusion: September (kick off), October (invite several teachers), December (holiday), February (for STCs only), April (wrap up and recognition). Others who will help Lynn: Glen and Linda

Peter needs dates, time, and approximate number of people to arrange meeting space.

Also, all agreed that the first training dates for new tutors would be September (instead of starting in August). Rhonda will arrange dates at the Belvedere Library.

Re: Jolyn Joslin's request to share the publishing program with tutors. The recommendation is that she target 5<sup>th</sup> grade tutors – that we “advertise” in the newsletter as another resource for tutors – and that she and her husband write something for the newsletter.

8. Looking at and reviewing our by-laws – Hank has agreed to lead a committee to review and revise our existing by-laws. Carolyn will help and he will seek a third person.
9. Role of Executive Committee and frequency of meetings – discussion of the frequency of board meeting – all agreed that starting in the fall, we would hold bi-monthly meetings on the 3<sup>rd</sup> or 4<sup>th</sup> Tuesdays. Eileen asked for time to think about the need for, and structure, of an Executive Committee of the board.
10. Peter's and Frank's role on the board: (1) if we have 100 new tutors next year, what do we do?, (2) how to celebrate Tfk's 10<sup>th</sup> anniversary, (3) organizing a “Friends of Tfk.”
11. Other Business – Carolyn requested approval to obtain a Tfk credit card for Bob Navarre for purchasing labels and supplies for the book program. Rhonda moved and Sharon seconded the motion – approved.

Bob suggested that the minutes reflect “open” items remaining from previous meetings.

Bob announced that Beverly Shores has enough books to give books to ALL students in the school and asked if that is our policy. Tfk's current policy is to give to classrooms where we have tutors.

12. Adjourn – Hank moved and Lynn seconded a motion to adjourn at 5:10 p.m.

### **OPEN ITEMS**

Dates for future board meetings and general tutor meetings  
Dates for new tutor training  
Including Jolyn's proposal in future newsletter  
By-laws review  
Role of the Executive Committee  
Report from Returning Tutor Project being done by Jessie