

TUTORS FOR KIDS
Minutes
Board of Directors' Meeting
Tuesday, May 21, 2019
3:00 – 5:00 PM
Sea Breeze Recreation Center

1. Call to Order – The meeting was called to order at 2:58 PM by Eileen Honohan, with the following members attending in person: Elaine Buffen, Rhonda Casey, Eileen Honohan, Hank Leavitt, Glen Moyer, Bob Navarre and Shirley Potts. Teleconference participants were: Carolyn Ruhe and Frank Russo. Lynn Leavitt was unable to attend. Loyola Garcia remains on a leave of absence. Chris Moyer attended as a guest.
2. The consent agenda items: Minutes of March 19, 2019, financial report and the cash report. Bob moved and Glen seconded – approved
3. Strategic Planning: Eileen provided copies of updates for the following sections: Books, STC and Training
4. Committee Reports:
 - a. By-Laws Committee – Hank and Carolyn provided information on possible leads to locating legal services to review the revision of the by-laws. Through the Edyth Bush Foundation (Rollins College), Carolyn pursued a lead and is awaiting word from Mid-Florida Community Legal Services to determine if the organization will be accepted as a pro bono client.
 - b. New Tutor Orientation Rhonda reported that the committee met to review the training/orientation needs of prospective tutors for the 2019-20 school year. Frank and Carolyn are in the process of updating the manual and will include many of the handouts previously provided to tutors. New facilitators (3 teams of 2 people) have been identified and along with a Board member will be responsible for all of the orientation sessions for the upcoming year. The new facilitators will meet with the committee on June 21 with at least one follow-up meeting to be scheduled. The committee will explore the possibility of providing thumb drives to the facilitators to ensure that the manual and supporting materials are available consistently. Glen has done a preliminary technology check at the Belvedere Library.
 - c. New Tutor Applicants –Glen reported that calls have slowed down. He has 2 trainees that will be joining the “phonies” in handling incoming calls from prospective tutors. Glen and Frank will remain in communication with STCs regarding their needs for the next school year.
 - d. Fundraising/Gifts/Grants: Since the last Board meeting, Carolyn and Eileen reported that we received a \$1000 grant from WaWa. In addition, applications for grants have been submitted to Friends of The Villages Library, Duke Energy and Dollar General. A quarterly meeting with United Way will be attended by Eileen and Rhonda on July 18th. Shirley presented a proposal to the Board for consideration. Purium, a company that sells “superfoods,” offers a program that donates 20% of the purchases of the group members (T4K) back to the group. A few questions were raised and the proposal will be up for discussion in August. No action was taken.
 - e. Book Committee – Approximately 1500 books were shipped to Bay County School District by SE Freight Lines which donated the shipping. Bob, Shirley and a neighbor of Bob’s were instrumental in handling the details of preparing the books for shipment. The Board expressed their gratitude for the efforts required to bring this idea to reality. Bob

intends to have 2 subcommittees functioning in the coming year. One committee will focus their efforts on recommendations of books to SBCs and the other committee will focus on the use and possible revision of the book database.

- f. General Tutor Meetings –Hank provided an update on Lynn’s behalf. Lynn met with her committee of 5 additional people and they have plans for all of the meetings for next year. They will meet again in July to finalize the topics and potential speakers.
 - g. STC – Elaine revised some language in the STC Strategic Plan with copies provided to the Board. No new activities were reported as the school year winds down.
5. Talking Books: Eileen reported with agreement from Frank and Carolyn that the pilot program at Rimes was a success. They would like to see the program expanded to more kindergarten students in the next school year. The scope and funding of the program for next year have yet to be determined but exploration of its expansion is supported by the Board. An application for a \$4500 grant from the Hans and Cay Jacobsen Foundation has been submitted as one potential funding source.
 6. Board Liaison/School Administration Meetings: These meetings are underway and will continue through the summer.
 7. New Business
 - a. Two individuals have been identified as potential Board members and a meeting is scheduled for June 13 to meet one or both candidates.
 - b. Board members confirmed that they reviewed the IRS 990 report.
 - c. Marion County Recruitment Initiative –STCs who live and volunteer in Marion County are forming “clubs” in their developments (Stonecrest, Del Webb and Spruce Creek South) as a way to generate interest in the communities and as a method of recruitment. Any prospective tutors will be directed to the Tutors for Kids phone number and proceed through the system in the usual manner.
 - d. Information regarding a 2-day workshop being promoted by United Way was shared with the Board. The workshop is marketed as beneficial to non-profit organizations for increasing their grants. No members expressed interest in attending the workshop.

Adjournment – 4:50 PM - Hank moved and Shirley seconded.

Next Board Meeting is Tuesday, August 13, 2019 – 3 – 5 PM
Laurel Manor Recreation Center – Monroe Room