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**TUTORS FOR KIDS, INC.**  
**Minutes Of Board Of Directors Meeting**  
**Monday May 10, 2021**

Call to Order: The meeting was called to order by Rhonda Casey as chair at 3:00 PM. This was a regularly scheduled meeting held by a Zoom program with members participating from their homes. A quorum was present. Present were Rhonda Casey, Eileen Honohan (vice chair), Carolyn Ruhe (corresponding secretary), Sandy Lynch, Martha Friedman, Shirley Potts (treasurer), Frank Russo, Hank Leavitt, Sterne Maher, Bob Navarre, and Glen Moyer (recording secretary). Absent director was John Temple .

Motions Adopted:

- a. Approval of the minutes of the March 8, 2021 Board of Directors Meeting, without change. Moved by Sandy Lynch, and carried by unanimous vote.
- b. Approval of the cash report dated February 26, 2021. Moved by Bob Navarre, and carried by unanimous vote.

There were no motions introduced that failed to be adopted.

IRS Filings:

Carolyn and Shirley reported that the 2020 reporting year Form 990 is completed and will be provided to the board prior to its being submitted. An extension will be needed to get all necessary approvals.

Reports on Re-Start Plans post COVID -19

- a. Restart Dates- Eileen reported we have an official date of August 10, 2021 for Lake County, with a stipulation that tutors will need to obtain actual start dates from individual schools. We also have an official date of October 28, 2021 from Sumter County. Marion County's School Board is meeting this week and a decision on allowing volunteers is expected.
- b. Liaisons from our Board to schools - Rhonda reported we have both the Belleview schools without a permanent liaison but Frank has volunteered to act in that role until one is assigned.
- c. STC status - Sterne reported we have 3 or 4 openings as of today. He is preparing a recommended email to be sent by each STC to the tutors at their schools. STCs will obtain information on which tutors are returning, and also at Bob's recommendation those who are not returning due to Covid should

be asked whether they would continue to help in other tasks needed by TFK that do not involve classroom presence.

- d. SBC status - Sandy reported we have only one school without a SBC (Harbor View), but She has identified a tutor who may be able to function as SBC with database assistance from Bev Rovelli. Sandy also reported she is revising the SBC Manual to capture the changes that have evolved since 2017 when it was written.
- e. Recruitment of new tutors - Rhonda reported it is fortuitous that The Villages continues to grow since we will be needing more new tutors this year because of Covid issues. She has taken a notice for a request for new tutors which Sandy posted in her church's newsletter, and will customize it for distribution to the Board for possible use for other church, club, and fraternal organization distribution. Bob volunteered to contact The Villages personnel who set up orientation sessions for new residents to ascertain if TFK can present the opportunity for tutoring during any of their sessions or at any "orientation fair" at which organizations can make themselves known to newcomers. Eileen volunteered to contact the four authors of "non Villages" communities' periodic articles in the Daily Sun. Both Rhonda and Carolyn will follow up with the Daily Sun contacts who normally publish volunteer requests and/or articles about TFK in August papers to let them know we are going to be looking for more than the usual number of new tutors.
- f. Phone Answering (Phonies) - Glen reported that as of now it will be he and Sue Fortier doing the phone duty, and we could use at least two more. He reported we presently have 18 new tutors who are waiting in the wings to attend orientation and join TFK. Rhonda suggested the idea of having group sessions of people who may be interested in joining, so the phonies can spend only 5 or 10 minutes on the phone for each interested party instead of the normal 45 to 60 minutes. Full commitment /database information could be taken care of en masse at such a gathering. Rhonda also mentioned if we do not get additional phonies Board members may be asked to rotate through that function for short periods using a script provided by Glen.
- g. Orientation - Eileen and Rhonda reported that 4 of the orientation team are enthusiastic about taking full control of the orientation of new tutors, without Board member attendance. Their intention is to shorten the session, and have two per day if possible. They feel more time should be spent on assisting new tutors with getting started and less on the examples and mechanics of tutoring. Both Frank and Glen expressed concern that new tutors, especially those who were not teachers may need those mechanics/ examples, and our stated position of providing "trained" tutors should be maintained. Eileen and Rhonda felt it would be.

### Strategic Planning Subcommittee Report on Funding Our Future

Eileen reported that the article in the newsletter yielded four of our tutors who are willing to help with the grant writing and other funding aspects. Three of them will meet with Carolyn, Eileen, and Shirley on May 24th. The intention is to have a Board member at any of the meetings on the subject. The subcommittee will continue to look into forming a Friends Of TFK organization. Eileen will attend an upcoming of a Friends Of The Library meeting to observe their methods.

### Strategic Planning Subcommittee Report on Technology

Sterne and Frank reported they had met with Tim Casey on how to incorporate changes to the database, including how to reduce repeating costs by reducing the number of screens for which we pay per month per screen, and many are used infrequently. One key change being developed will make the job of STC matching a tutor with a teacher less cumbersome and less confusing.

### Strategic Planning Subcommittee Report on Leadership

Rhonda reported that neither she nor Eileen will be taking on the chair or vice-chair beginning January 2022. The positions of Treasurer (Shirley), Corresponding Secretary (Carolyn), and Recording Secretary (Glen) have been filled for 2022 by their volunteering. That of chair and vice-chair will be addressed by the nominating committee in June. She reported that if those positions are not filled, the Board will be tasked with developing alternative management models.

### New Business

- a. Organization Forms and Records - A lively discussion was had on methods to replace the many documents now residing at Frank and Carolyn's home. Options ranged from renting office space to digitizing as many documents as possible. Shirley and Frank remarked how the increased use of the digital drop box can reduce paper records considerably. No decisions were made, nor were there any motions made on the subject. All were asked to spend time devising a solution.
- b. Providing assets (primarily books) to other non-profit organizations. We had a request from a Rotary International Club to provide young children's books to be used as part of a assist program for needy mothers of newborn supplies. The question of whether the head of the book program could make that decision on his/her own was brought up. the cost of the books

was received from the requesting organization. Bob volunteered to draft a statement for discussion at the next meeting of the Board to set the policy of what Board action is necessary on such matters.

That statement follows:

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Tutors For Kids purchases and maintains a supply of books to give to children being tutored by our Tutors for the purpose of encouraging them to read more. Occasionally a Tutor or Board Member may receive a request for books from an individual or a group for a specific extraordinary donation to children outside of our normal distribution. All such inquiries shall be forwarded to the SBC for consideration. After review with at least one other Board Member, the SBC may provide books as requested provided that: 1) the books are available without negatively impacting the normal distribution of books, 2) the request originates from a not-for-profit organization or individual, and 3) the requestor makes a donation to Tutors For Kids equal to or greater than the cost of the books.

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- c. Rhonda queried the members on their level of comfort to have the next Board meeting be done in person. Having ascertained that all members present had been fully inoculated, the decision was made to hold it in person. Rhonda will arrange the venue.

Adjournment

The meeting was adjourned at 5:07, and the next meeting was set for August 9, 2021 at 3 PM at a location to be determined and reported to all members.

Respectfully submitted,  
Glen Moyer, Recording Secretary