Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

August 22, 2019

Present: Koressa Malcolm, Sarah Skrobis, Catherine Bacik, Mary Stephenson, Jim Allen, June Knesl, Marian Hackney, Robert Gudman, Margaret Bailey, Ilia Desjardins

Absent: Dan Swift, Margaret Ralston, Kevin Osborne, J H Cline, Daza Craig, Coley Evans, Alisa Cummings
Visitors: Amy Kiger

Catherine called the meeting to order and introduced the guest speaker, Amy Kiger, Executive Director of the Educational Foundation at BRCC.

GUEST PRESENTATION:

Amy distributed charts and graphs identifying patterns of giving in the U.S. as well as ideas for annual fundraising specific to the TBC, local grant opportunities, and a list of suggestions by Amy Eisenstein identifying ways for Board members to be involved with fundraising besides asking for money. Copies of the handouts will be filed with the minutes and can be made available through email. Send your request to dmhackney7@gmail.com. Based on statistics for 2018, the largest source of giving in the U.S. came from individual donors (68%) and the smallest amount from corporations (5%). Building local, individual support through annual giving campaigns, special events, etc. can lead to future contributions through endowments, foundations, etc. and eventually bequests. She stressed the importance of all Board members to show their support through a financial contribution to the organization.

BUSINESS MEETING:

A copy of the July 2019 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made by Mary and seconded by Sarah to accept the minutes with one misspelling correction. Motion passed unanimously.

Treasurer's Report: Dan sent a copy of the treasurer's report to members prior to the meeting. It was noted that the Community Foundation report was not received in time to be included in the August financial report. Any questions will be held until Dan is present at the September meeting. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

Staff Report: Ilia presented the staff report and a copy will be on file for any to review. There were 6 new patrons in August. The visit from Richmond is scheduled for Sept. 11. The United Way Rockbridge bequest for recording studio equipment was not funded. Other avenues are being explored. Two upcoming events that will involve Board members participation are Queen City Mischief and Magic (QCMM) on Sept. 28, 9:00 – 5:00 and the Senior Health Fair sponsored by Augusta Co. Parks & Rec. on Nov. 13, 9am – noon. Cat reported that plans for a White Cane walk to celebrate Blindness Awareness Month are underway (possibly Oct. 15). There was general discussion on printing TBC tee-shirts for Board members to wear at events. Investigation will continue to explore pricing and grant options.

Community Foundation updates: Information on the workshop in Highland on *Fundraising and Board Leadership* is still pending. Several Board members volunteered to help with the Lions Club's Bingo event at the Highland Co. Fair the last weekend in August.

Notes from TBC President: After discussion, committee assignments were updated and a copy will be sent in a separate attachment to all Board members.

Committee Reports:

Finance Committee: A MOTION to contact Cardinal Finance and Tax to set a date for the annual financial review was made by Sarah and seconded by Margaret B. Motion passed unanimously. With an increase in workforce cost there is a need to request increased funding from routine sources. This discussion will continue at the September meeting.

Development Committee: After a discussion regarding the letter writing campaign it was decided to have only one mailing this year, to be sent in November. Board members are asked to bring to the September meeting, names and addresses of persons you are willing to ask for contributions to the TBC. Sarah and Cat will compose the letter to present for signatures and a personal note at the October meeting. Ilia can provide a list of past contributors.

It was decided to table plans for a Paint Night and let the Development Committee consider any further development of this activity. A bowling night could also be considered.

Nominating Committee: There was a MOTION by Margaret B. and seconded by Mary to elect Koressa to serve as Vice President this year. It was noted with regret that Phyllis resigned from the Board due to personal conflicts, effective immediately.

Outreach Committee: Folders with TBC information have been assembled and are ready for distribution. Board members are encouraged to get folders from Ilia and document any distribution through use of the Google Docs link (https://docs.google.com/spreadsheets/d/19n5HbOLJYdoF81Z-mE9wMO1XFWKK1nHVxGmu_PAqtKI/edit?usp=sharing) or by emailing Marian directly (dmhackney7@gmail.com).

Strategic Action Plan Committee: The current Strategic Action Plan is under development. By October 1, committees need to submit goals for both a one year plan as well as a 5 year plan.

Old business:

Ilia, Cat, and Robert will continue to plan for TBC's participation in QCMM (Queen City Mischief and Magic) on September 28.

It was recommended the Mission Statement be reworded to include the words "library" and "blind". Two options were presented for consideration. Before the Sept. meeting, Board members are asked to review the options listed below and email Ilia identifying the one they prefer. Ilia will tally the results and the final draft will be considered in September.

1) "The Talking Book Center is a library that provides free audio books and similar resources to persons who are blind or otherwise disabled for the use of standard printed materials."
2) "The Talking Book Center provides free audio books and other library services and resources to persons whom are print disabled, blind, or unable to use standard printed materials."

New business:

Board members are asked to come to the September meeting with at least ONE idea promoting the TBC to share. These ideas can then be turned over to the appropriate committee for further consideration and development.

The Next meeting will be September 26, 2019 at 3:30. MOTION to adjourn was made by Koressa and seconded by Robert. Motion approved unanimously.

Marian Hackney, Secretary TBC