Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

July 25, 2019

Present: Dan Swift, Daza Craig, Sarah Skrobis, Catherine Bacik, Mary Stephenson, Jim Allen, June Knesl, Margaret Ralston, Kevin Osborne, Marian Hackney, Robert Gudman, Ilia Desjardins (arrived late)

Absent: Koressa Malcolm, Phyllis Campbell, J H Cline, Coley Evans, Alisa Cummings

Visitors: Bo Cunningham (Rockbridge Co. Regional Library)

Catherine called the meeting to order. A copy of the June 2019 minutes was distributed through email and reviewed by Board members prior to the meeting. As there were no corrections or additions, a MOTION was made by Dan and seconded by Mary to accept the minutes. Motion passed unanimously.

Treasurer's Report: Dan sent a copy of the treasurer's report to members prior to the meeting. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

Staff Report: Catherine presented the staff report compiled by TBC Director, Ilia. A copy will be on file for any to review. There were 5 new patrons in June. Two upcoming events that will involve Board members participation are Queen City Mischief and Magic (QCMM) on Sept. 28 and the Senior Health Fair on Nov. 13. Sarah shared some details on how Ilia used the grant from CAPSAW (Community Action Partnership of Staunton, Augusta, and Waynesboro) to purchase items to be used in the distribution of information packets. Copies of the 2019 Annual Survey were distributed. This survey provides necessary information for the United Way and also gives the TBC valuable information to better serve patrons.

Community Foundation updates: The workshop in Highland on *Fundraising and Board Leadership* has not yet been rescheduled. Two workshops offered in August: (1) *Effective Grant Writing* on August 8 from 10:00-12:00 and (2) *Navigating Organizational Change* on August 28 from 9:00-11:00. Both will be held at Best Western PLUS, Waynesboro. Information and a registration link is available on the Community Foundation website (https://cfcbr.org). Contact Dan to cover any registration cost.

Notes from TBC President: Cat expressed her excitement to serve as President. She is looking forward to building on past successes to expand fund raising and community involvement.

Committee Reports:

Finance Committee: Annual budget for fiscal year 2020 (July 2019 through June 2020) was distributed at the June meeting. Total expenses of $74,242 are similar to last year. A MOTION to accept the budget as presented was made by Margaret and seconded by Robert. Motion approved unanimously.

The Conflict of Interest Policy was distributed via email before the meeting. All Board members need to review this policy annually and give Dan a signed copy indicating their willingness to comply with the policy as stated.

A resolution from the Atlantic Union Bank identifying Dan, Sarah, and Catherine as individuals who can sign checks needed Board approval. A MOTION to approve this resolution was made by Marian, seconded by Daza, and approved unanimously. These individuals will need to sign a signature card at AUB.

Development Committee: Details for the September Paint Night are still being developed. Cat will contact Elzena about previous planning and inform those helping to organize this event. A new committee chair will need to be appointed in August.

It was suggested the committee consider adding a second letter writing campaign in addition to the one in December to build on recent positive publicity for the National award. Sarah and Cat will compose a letter to raise awareness and ask support for the TBC and present it at the August meeting. Board members are asked to submit names and addresses to Ilia. Opportunity will be given to add a personal note before mailing.

Additional discussion focused on how to better utilize the TBC's participation in the Kroger Community Rewards program and Amazon Smile. Information and links to both could be put on bookmarks to hand out to those checking out books in local libraries. Board members can encourage friends and family to sign up. Marian will update and distribute an instruction sheet for the Kroger site.

<u>Nominating Committee</u>: A MOTION was made by Sarah, seconded by Marian and approved unanimously to accept June Knesl to the Board.

Due to recent turnover of Board members, committee assignments need to be reviewed and reassigned at the August meeting. Marian will email all Board members a description of committee functions and a list of the committee members as last designated on January 24, 2019.

<u>Outreach Committee</u>: All Board members are encouraged to leave TBC information cards at appropriate doctor offices, nursing homes, etc. In the future, the folders Ilia is compiling can be used for this purpose. Marian will re-send the link to a Google Doc designed to track such contacts. Alterternatively, you can email Marian directly (dmhackney7@gmail.com) stating where/when you made a useful contact.

<u>Strategic Action Plan Committee</u>: The current Strategic Action Plan runs from 2015-2020. By October 1, input is needed from all committees as the new plan is developed. It was suggested Koressa serve on the planning team for the new Strategic Action Plan. Since she participated in development of the current plan, her knowledge of the process would be most valuable.

Old business:

A draft of the Mission Statement was presented and a few changes discussed. The final Mission Statement reads as follows: "<u>The Talking Book Center provides free audio books and other resources to persons who are print disabled and unable to use standard printed materials.</u>" A MOTION to accept the new statement was made and approved unanimously.

New business:

Amy Kiger, Executive Director of the Educational Foundation at BRCC is willing to share information on fund raising at the August meeting. It was agreed to invite her to present from 3:30 to 4:00. Cat will check on any special audiovisual equipment she may need.

Ilia, Cat, and Robert agreed to begin planning for TBC's participation in QCMM (Queen City Mischief and Magic) on September 28. Board members are asked to email Ilia any ideas and areas where they are willing to work. A MOTION was made by Sarah, seconded by Robert, to approve $100 for this event. Motion passed unanimously.

The Next meeting will be August 22, 2019 at 3:30. MOTION to adjourn was made by Dan and seconded by Mary. Motion approved unanimously.

Marian Hackney
Secretary TBC