Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

August 27, 2020

PARTICIPANTS PRESENT: Catherine Bacik, Ilia Desjardins, Jim Allen, Robert Gudman, Kathy Guisewite, Virginia Trovato, Steve Ferguson, Diantha McCauley, Marian Hackney

ABSENT: Mary Stephenson, Alisa Cummings, Sarah Skrobis, Kevin Osborne, Michael Parrott, Renee Adair, Margaret Ralston

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met via tele-conference. It was determined a quorum was present and Catherine opened the meeting. A copy of the July 2020 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made to accept the minutes. Motion passed unanimously.

TREASURER'S REPORT: Robert sent a copy of the treasurer's report to members prior to the meeting. A total of $680 in revenues has been received in July. Tax returns are ready to be sent. The annual financial review will be set up with Cardinal Finance. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

STAFF REPORT: The monthly Staff Report and results of the Patron Survey were sent via email to Board members and will be on file. Three new patrons signed up in July and August. The Patron Survey used Survey Monkey which is not easy to use with a screen reader. This may contribute to the low response rate. Effort will be made to find a survey that is more accessible for patrons to use in the future. The 65 patrons that responded voiced a high satisfaction with TBC services.

Ilia applied for a grant through the United Way of Greater Augusta that would start on Jan. 1st if accepted.

PRESIDENT'S NOTES: There is a need for a Board member to help with grant writing. Please contact Cat to volunteer. Committee assignments need to be determined ASAP. See further discussion below.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: No new report.

Strategic Action Plan Committee: Robert sent the Action Plan for 2020-2021 carrying over many of the same goals developed for the previous year. As committees are formed, each will need to meet to review their part of the plan and make any changes necessary. Hopefully, the Plan can be presented at the September meeting for a vote of acceptance.

Development Committee: No report.

Nominating Committee: No report.

Outreach Committee: No report.

OLD BUSINESS:

The Vice President position remains open. Duties include running the meeting in the absence of the President, providing oversight of financial transactions and leadership in the Development Committee. Board members are asked to consider serving in this capacity.

Committee Assignments: Board members need to choose the committee/s on which to serve. Cat will send an email to all Board members asking to indicate which committee/s are preferred. Please also state if willing to serve as committee chair. Please respond promptly! Several volunteers voiced their preference during the meeting and recommendations were made as follows:

FINANCE: Robert, chr, Sarah?
DEVELOPMENT: Michael?, (Vice Pres. also serves on this committee)
OUTREACH: Kathy, Marian, Margaret R, chr?

There was discussion regarding the letter drafted to be sent to patrons assuring of continued service and encouraging patrons to voice their support to local businesses and governing boards. Concern was voiced about how this would be received. The letter will be reviewed by Cat and Ilia with recommendations pending. Virginia volunteered to help with preparation of this mailing as needed.

NEW BUSINESS:

Kathy presented information about the Caregiver Community Network (CCN) she coordinates with Valley Program for the Aging and JMU. Students will be matched with a senior citizen to meet weekly in a virtual format to address social isolation issues and encourage positive self-care practices. Individuals 60 years and older are eligible and will need to be able to access some format of virtual communication. Board members are asked to refer individuals who could benefit from this program. Please note the following link for more information and an application:
https://www.vpas.info/sites/vpas.info/files/CCN%20Family%20Application%20%20.pdf

The next meeting will be **September 24, 2020 at 3:30 PM.** Location to be determined. The suggestion was made that if the Board continues to meet in a digital format, there would be a video option. This would be especially helpful to the new Board members. Options will be explored. MOTION to adjourn was made and approved unanimously.

Please send Ilia your volunteer hours for August.

Marian Hackney, Secretary TBC