Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

June 25, 2020

PLEASE NOTE: I unwisely decided to mute my phone for much of the meeting when I was not talking, not thinking how this would prevent the recording app on my phone from capturing the whole meeting. The minutes have been reconstructed from a partial recording, my brief notes, and my limited memory. Therefore, these minutes will be incomplete, so please review carefully and let me know of any corrections needed. ~mdh

PARTICIPANTS PRESENT: Catherine Bacik, Koressa Malcolm, Marian Hackney, Ilia Desjardins, Sarah Skrobis, Kevin Osborne, Dan Swift, Mary Stephenson, Robert Gudman, Renee Adair, Kathy Guisewite, Diantha McCauley, Virginia Trovato

ABSENT: J H Cline, Jim Allen, Margaret Ralston, Margaret Bailey, Alisa Cummings
VISITORS: Michael Parrott, Steve Ferguson (joined late)

Due to the on-going physical distancing recommendation by the Governor in response to the COVID-19 pandemic, the Board met via phone conference. It was determined a quorum was present and Catherine opened the meeting. A copy of the May 2020 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made to accept the minutes as presented. 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: One new patron signed up in June. Patrons continue to be grateful for the service during this time. Staunton City has posted the LA-1 Reader position on the website which will enable Elaine to return to her position at the TBC.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: MOTION to accept the final budget as presented passed unanimously.

Development Committee: The donor letter has been completed and is ready for immediate mailing. MOTION to accept the letter Robert developed to use for publicity passed unanimously. It will accompany a fact sheet and will be sent to local newspapers including the *Daily News Record* (Harrisonburg), *The News Virginian* (Waynesboro), *News Leader* (Staunton), *The News-Gazette* (Lexington), *The Recorder* (Highland Co.).

Numerous ideas for fund-raising were presented and discussed by Board members. Ideas included a virtual fundraiser run, book reading fundraiser, and silent auction partner with an adult community. The Development Committee can continue to explore and recommend options.

The TBC Treasurer will continue to be the contact at the TBC to receive information from localities as they plan budgets. As needed, the Treasurer will secure a Board member to share information about the TBC and present funding requests at planning meetings.

Nominating Committee: MOTION was made to accept Robert as the new Treasurer. Motion carried unanimously. Election of remaining officers will be completed at the July meeting. The President and Secretary are both willing to serve another year but no one has been nominated for Vice President. The Vice President supports the President, runs the meetings in her/his absence, and serves as an independent officer who can provide oversight of financial transactions. Duties of each officer are outlined in the By-Laws.

With Koressa's term on the Board expiring, her position as Chair of the Nominating Committee will need to be filled. Primary duties of the Chair include recruitment of new Board members, confirmation of their participation, and presentation to the Board for approval. Although all Board members support the Chair by recommending potential Board members, the Chair makes the final contact to inform new recruits of the process. Ilia compiles the information packet for new members.

Committee organization will be addressed at the July meeting. Dan will send the Master file listing current Board members by class to the President for updating. It is advised to stager the 3-year terms of new Board members to provide continuity.

Outreach Committee: No report.

Strategic Action Plan Committee: No report.

OLD BUSINESS:

Dan presented a bank resolution to address signatory changes. MOTION to accept the Resolution passed unanimously. A copy will be on file in the permanent notebook.

Please <u>send Ilia your volunteer hours for June</u>.

NEW BUSINESS:

The next meeting will be **July 23, 2020 at 3:30 PM** with plans to have an in-person meeting outdoors at Gypsy Hill Park where physical distancing can be maintained. MOTION to adjourn was made and approved unanimously.

Marian Hackney, Secretary TBC