

Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

September 24, 2020

PARTICIPANTS PRESENT: Catherine Bacik, Ilia Desjardins, Jim Allen, Robert Gudman, Kathy Guisewite, Virginia Trovato, Steve Ferguson, Mary Stephenson, Michael Parrott, Sarah Skrobis, Marian Hackney

ABSENT: Kevin Osborne, Renee Adair, Diantha McCauley, Alisa Cummings

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met via Zoom. It was determined a quorum was present and Catherine opened the meeting. A copy of the August 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. Still waiting to secure an appointment with Cardinal Tax & Finance to do the annual financial review. A tentative slot is set for November. 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. Four new patrons signed up in August and 4 in September. The TBC has large print voting packets available for patrons who apply. The Duplication on Demand machine is scheduled to be sent in October.

Elaine is leaving her position at the TBC on Sept. 23. In appreciation for her dedicated service, Cat will send a farewell card on behalf of the TBC Board with a \$50 gift card donated by Michael's organization.

Future events include a United Way SAW virtual tour on Oct. 15 at 3:00P. Virginia will participate with Sarah and Ilia in this presentation. Ilia will present to a Lions Club on Oct. 20 at 7:00A. The annual state convention of NFB (National Federation of the Blind) starts on Oct. 26.

PRESIDENT'S NOTES: Committee assignments have been organized as listed below. Each committee is asked to meet at least once before the next meeting. Cat is willing to meet with all committees as needed.

Finance: Robert, Chr., Sarah, Diantha

Development: Michael, Chr., Virginia, Renee

Nominating: James, Alisa, Kevin

Outreach: Marian, Chr., Kathy, Steve

Strategic Action Plan: Robert, Chr., Mary, Ilia

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: No new report.

Strategic Action Plan Committee: No new report.

Development Committee: Plans need to start for the Christmas Drawing Fundraiser. Consider plans for a 40th Virtual Anniversary Spring 5-K Run/Walk—possibly use an 80's theme. This could include participation by patrons.

Nominating Committee: Margaret Ralston has had to retire from the board so one seat is open. Marian will contact Alisa about chairing this committee. The Vice President position remains open.

Outreach Committee: Ilia has TBC information packets and all Board members are encouraged to drop one off at appropriate businesses, doctor offices, churches, etc. Kevin is giving TBC info packets out to Senior Centers along with LP books from the Waynesboro Library.

Senior Health Fair will be held as a drive through this year on November 10 at the Augusta County Government Center. Ilia will bring rack cards to include in the bags being distributed. Be aware of public events that present a good place to distribute TBC information.

OLD BUSINESS: None discussed

NEW BUSINESS:

The group agreed that changing the time we meet to 4:00 could work if that is more convenient for Renee's schedule. Marian will explore this option.

Motion to adjourn passed unanimously.

The next meeting will meet via Zoom on **October 22, 2020 at 3:30 PM** (time will remain the same unless notified otherwise).

Marian Hackney, Secretary TBC