**READ USA Board of Director’s Meeting Minutes, Monday, January 23, 2023, at 4:00 PM**

1. Meeting was called to order by Ellen Wiss at 4:09pm
2. In attendance-

**Voting board members:**

* 1. Ellen Wiss
  2. Vanessa Tussey
  3. Meredith Guess
  4. Marla Buchanan
  5. Greg Burton
  6. Lakesha Burton
  7. Mone’ Holder
  8. Kawanza Humphrey
  9. Glori Katz
  10. Carmen North
  11. Vincent Taylor

**Advisory Council members:**

* 1. Susan D. Brandenburg
  2. Charlene Landen

**Staff:**

* 1. Dr. Rob Kelly
  2. Virginia Berg
  3. Tabetha Cox
  4. Sophia Oliveira
  5. Jake Cartrette
  6. Nahume Mosby

**Guest:**

* 1. Chester Spellman
  2. Sean Nesselt

1. Mission Moment:
   1. Tabetha went to several schools this past week. She witnessed a 4th grader having a meltdown. Turns out it is because his tutor was not there. Tabetha made sure to let tutors know how this affects their students when they are absent. Students have a special bond with their tutors.
2. Approval of Minutes - Marla made motion, Glori seconded. All in favor. Motion carried.
3. Old Business
4. New Business
5. 4th Quarter Financial Report- Sean Nesselt
   * 1. Strong quarter

a. 1.4 million coming in.

b. 370k came in for book choice.

c. year ended with 250k surplus- 100k was paid back for the homkor loan- which will be paid back over sometime

d. 270k in bank at the end of the year- this is a bit tight

e. 1.2 mil is necessary to fund READ

f. Gifts will be essential this year to keep us going

g. Any questions to Sean? none

1. CEO Report
   * 1. Programs- Tabetha Cox
        + 1. Concentration on recruitment- our goal was 217 tutors and now at 234- but still need more!
          2. Tutor recruitment in high schools during lunches to recruit- this has been great.

Sandalwood

Englewood

Ed white

* + - * 1. We can serve 723 students and we are at 584
        2. Tabetha and Kathi are content coaching every day in schools which has been great.
        3. Greg asked if we have enough hours?- In order to cover those hours we need more students and more tutor hours filled
        4. Greg also asked if we offer incentives such as hours towards volunteer hours?- the law has just changed so they can use those tutoring hours towards bright futures- this has been a huge line item to recruit.
        5. Moné asked where we can access this flyer? - Rob will send them to everyone
        6. We are printing out permission slips in 9 languages. We are trying to communicate with parents the best way we can especially in our ESOL schools.
        7. We are able to pair up bilingual tutors to students to speak the same home language- this helps progress so much!
        8. Book Fairs are on! We will be doing a STEM book fair
        9. We do have to provide the school board with a list of every book that will be at the bookfair- we do not believe this will be a big problem since we are doing STEM.
        10. Nahume Mosby is out Director of Book Programs- this will be Nahume’s first book fair to direct!
        11. Jake Cartrette is the director of Volunteer and Technology
        12. Nahume and Jake will be working together to get the book fair and volunteers ready
        13. Moné asked why the school board member will be asking for the book list? - If it is over a certain dollar amount it goes before the school board members. School board members may ask or request information before voting on the item
        14. Moné also asked if we can get more broader books other than STEM?- Still have to be careful because parents and school board members have the right to scrutinize any book choice. We rather have a smoother path to serve the children.
        15. Rob and Ellen have a meeting with Scholastics tomorrow (1/24) and will know more information.
        16. Vanessa states that it is very important that the children get choice in every school we get to be in.
        17. These books will be content rich for the children- fiction books will be included.
        18. Kawanza asks if we can ensure that the characters are still reflective of the kids in that area/ community they are in- we are and will be checking to make sure that diversity is prevalent.
        19. Each child will pick up just 1 book instead of 3 this year
    1. Development/Grants- Virginia Berg
       - 1. Thank you cards will be going around the table, please sign!
         2. 10-page prospective donor- if you have a relationship with someone please write your person. Very helpful to see who has what relationship to leverage.
         3. Board involvement is very important- not just through personal giving but also through connections.
         4. Meredith made a monthly cashflow document- this will show us the numbers we really need. So, we can be cash positive going forward.
         5. We will be making some changes to the sponsorship packets.
         6. If you intended making a contribution in 2022- we are still accepting
         7. 1st and beginning of 2nd quarter cash flow is top priority.
         8. Optimistic on some grant opportunities- Vista grant, AmeriCorps grant- will know more information in the next few weeks
         9. Optimistic on funding source through the city- we are working with our lobbyist Jordan Elsbury- we should know in the coming few weeks.
    2. Upcoming/ programs events

1. Celebrate Literacy Week Florida

Social media posts this week

We will be reading at local elementary schools

1. We need 2 people to read at Arlington 1:30pm
2. 3 people to read at Hogan at 1pm
3. Waiting to hear back from Fort Caroline and Englewood
4. Please let Nahume know if you are interested.
5. We will send an email with information.
6. Ed White recruitment from 7:30-1pm
7. Jan 30th Englewood recruitment 10:30-1:30pm
8. Please email Jake if you will like to help with recruitment
9. Please reshare social media posts!
10. Announcements
    1. Board Dinner Feb 10th at the River Club at 6pm
    2. Board Retreat Feb 11th at Epping Forest Yacht Club 8-2pm
    3. Vincent’s event Feb 4th 1-3pm at the Schultz
11. Meeting adjourned at 5:30pm