**READ USA Board of Director’s Meeting Minutes, Monday, July 24, 2023, at 4:00 PM**

1. Meeting was called to order by Ellen Wiss at 4:04pm
2. In attendance-

**Voting board members:**

* 1. Ellen Wiss
  2. Vanessa Tussey
  3. Meredith Guess
  4. Kawanza Humphrey
  5. Glori Katz
  6. Carmen North
  7. Vincent Taylor
  8. Moné Holder
  9. LaKeisha Wells-Palmer
  10. W.C. Gentry

**Advisory Council members:**

**Staff:**

* 1. Dr. Rob Kelly
  2. Tabetha Cox
  3. Jake Cartrette
  4. Sophia Oliveira

**Guests:**

* 1. Chester Spellman
  2. Sean Nesselt

1. Mission Moment:
   1. This past Spring we had over 500 volunteers help us with book fairs. This past Friday we hosted a READ Volunteer Appreciation Luncheon at the VyStar Tower to show our appreciation to our awesome volunteers! We had the opportunity to record testimonies from the volunteers and other snippets. Please enjoy the video that Rob will be sending to the board due to technical difficulties.
2. Approval of Minutes- Glori made a motion, Carmen seconded. All in favor. Motion carried.
3. Old Business
4. New Business
5. Treasurer Report- Meredith Guess
   * 1. 2nd Quarter Financial Report- Meredith’s Report
        + 1. Our audit is expected at the end of this week.
          2. We will have to meet virtually to approve the audit. This will take about 30 minutes via zoom. Will happen soon. TBD
          3. Not too many expense items will change.
          4. We have good expense forecasting.
          5. Raised about 465k through private donations.
     2. Sean’s Report
        + 1. The work that we put in last quarter in forecasting the year has really paid off.
          2. Green line represents total net in revenue in the door.
          3. Green line is work Rob and Meredith have put in.
          4. Not a negative to see these bars run low.
          5. Expenses did exceed revenue.
          6. From a cash perspective we are doing good!
6. Development and Governance Report- Ellen
   * 1. Board matrix and recommendations
        + 1. We are interested in expanding the board in areas we don’t have representation.
          2. Rob provided the link to complete the board matrix.
          3. Only 3 board members have completed it- **please complete the survey link**. It takes a minute to complete!
          4. Marla requested that the board give some recommendations for potential members.
7. CEO Report- Rob Kelly
   * 1. Chief Programs Officer- Tabetha Cox
        1. Programs Update
           1. Completed all 18 summer boost sites!
           2. 783 students, 191 tutors, 36 teachers, 8 subs, over 65 assessors
           3. Workforce Development- all tutors turned in their first professional resume.
           4. Tutors learned a lot about digital literacy through our modules.
           5. We have had policy training for tutors.
           6. All trained in trauma informed care.
           7. Professional Development- getting ready to host a training session at the JPEF Back to School Huddle.
           8. Completed all 102 book fairs at the end of May.
           9. Hosted our first volunteer appreciation event.
           10. We have 7 upcoming book events- all back-to-school events.
           11. Trained all directors on standardization of procedures writing.
           12. Calendared goals monthly, quarterly, and annually with all programs.
     2. Development/Grants/Funding Opportunities- Rob Kelly
        1. PowerPoint- Recap on our programming pieces
           1. Professional Development Program- we are working to increase this program. Our largest PD is within our literacy tutoring program. If we can improve the teacher’s knowledge, then we wouldn’t need so much tutoring.
           2. Literacy Tutoring Program- Biggest program we are all familiar with!
           3. Book Choice & Ownership- Book Fairs in all 102 elementary schools every spring. Book events throughout the year.
           4. Family Engagement- in addition to teachers, if we can teach parents and provide them with tools for home then we can change even more lives.
           5. Multicultural Literacy- Jeremy’s Journey and resources online such as read aloud videos.
        2. Grant Funding- Literacy Tutoring
           1. United Way $249,600
           2. CareerSource $324,000 (Summer 2023)
           3. AmeriCorps State & National $437,000
           4. Accelerate $150,000
           5. KHA $4.48 million for 4 years
           6. Florida Blue $250,000
           7. DCPS estimating $1.5 million.
           8. COJ Jax Journey? Still unsure here but we are hopeful about a potential partnership.
           9. Schools not confirmed for upcoming tutoring session.
           10. We are working to have a true randomized control trial in the fall to compare results even more.
           11. Moné asked if there is a timeline for the DCPS Contract?
           12. Rob replied with we do not have a time currently to know however we expect to start in October. Will have to wait until the October board meeting for approval. Typically, we are in 12 schools.
           13. Glori asked what does it cost to have tutoring in any school? Any set cost?
           14. Yes. If we must include cost of tutors for 60 kids for an entire year is 187k. What about half a year? 130k because there will always be a base of money starting at any school.
           15. The district requires data before any approval for the next session.
           16. Kawanza wanted to say congratulations on the funding slide!
        3. Peace in the Pages host committee
           1. September 28th 11:30am at TIAA Bank! David and Monique Miller are our presenting sponsors!
           2. We do need to focus on getting donations in the door!
           3. Most importantly bringing new prospects to READ
           4. Rob will be emailing more resources to everyone so that you are equipped when talking to prospects.
8. Announcements
9. Adjournment- Meeting adjourned at 5:20pm for executive members to continue.