

## **CVABE Board Meeting Minutes Monday, January 14, 2019**

**Present:** George L., Mary G., Miccal Mc., Nancy Mc., Peter M., Lindy J., Kim S, Sherry B.

**Absent:** Christina C., Carol D. **Staff Present:** Carol Shults-Perkins, Kate N., Brian K., Nancy D.

**Board Minutes:** Mary Grace moved to approve board minutes. Miccal seconded. All in favor.

**Literacy Happenings:** George shared that the Stowe Rotary awarded a \$500 grant to CVABE. Gift should be forthcoming within the month.

**Direct Service News:** Kate shared the integrated and training model (IET) to provide student services. Students receive, concurrently:

1. Adult education, literacy, or English as a second language
2. Workforce prep, employability skills training
3. Workforce training for a specific job

Kate would like to expand and improve upon this with new workforce training partners. Board ideas/input:

- GMTA in conjunction with CDL training
- Dartmouth in conjunction with dining and custodial services
- Cabot Creamery in conjunction with production line worker advancement
- State and Federal Agencies (i.e. Dept. Labor, Post Office)

Kate encouraged the board to keep the model in mind and email her anytime with other ideas.

**Executive Director Report:** Carol hopes that we like her shorter (1 month) version of the Executive Director's report. She then shared the Volunteer Handbook and the revisions she made to emphasize the array of volunteer opportunities along with valuing that most volunteers want to teach. The handbook gives a positive message about what we do and why we do it. It also includes a description of the volunteer program, what opportunities exist, a FAQ section, policies and guidelines and program locations.

Kim S. mention that we should consider more gender neutral terminology the next time we publish the handbook. Miccal mentioned we could go ahead and make those terminology changes in the online version. Carol and Nancy D. will work on getting those changes done sooner than later.

The Board portal on the CVABE website: go fetch! If we are looking at the portal, there is a login. Carol will send out the password again. She would like guidance on how to proceed with the board packet...just on the portal or also with email? Decision was to that in advance of the March (and all subsequent) meeting, Carol will send out an email notice with a link to the webpage portal indicating that meeting materials can be found in the portal. Previously the portal contained meeting minutes only. Currently all docs for 2018-2019 (to date) are stored in the portal. Fiscal 2017 contains minutes only. We will go from this point forward and archive older years as we move forward. Nancy and Brian have done a great job to get this up and functioning.

The student completion ceremony is Wed June 19 at 6:30 PM at the Pavilion in Montpelier. Please mark your calendars. George agreed to do the "Welcome" at the event again this year.

Carol reminded us of the 2019 student assessment tool transition. During December, CVABE lobbied the VAOE, along with other AEL orgs in the state, to provide an extension beyond December 31<sup>st</sup> for usage of the expiring assessment for the purpose of progress assessing students with whom their baselines were set using the older version. The VAOE agree and extended the date to June 30<sup>th</sup>. This is good news for Vermont.

The mid-year AEL Grant report due to the VAOE on 1/15 was completed and submitted today. Staff annual 2019 work plans and 2018 evaluations are just about wrapped up.

**Financial:** Nancy reported that HSCP quarterly invoicing was completed as of Friday. There was an up swell in quarterly reimbursable services and our projected deficit as of the mid-year point is significantly reduced as compared to last FY to date.

At the VAOE's prompting, CVABE did an earlier than usual request for the federal grant funds and received a full a quarterly deposit in advance of the government shut down.

**Fundraising Report:** The Facebook fundraising challenge is still something to work through. There appear to be two donations for a total of \$45. We are still working on figuring out all of the details for collecting the contributions.

Brian shared a list of his foundation requests. Peter Mallery will talk with Brian about the Byrne Foundation. Brian is submitting a number of grant proposals in January. He also mentioned that he would be looking for major support for CVABE programs from Jane's Trust, Argosy, and Sherman Fairchild Foundation.

He is also looking for restricted funding for specific items, (i.e., graduation caps, website photographer)

We are about 15K down from this time last year. (10K from Byrne and 5K from Fairpoint).

We are down in the private sector. More donors giving less money. The fall mailing went out—39% response rate thus far.

**Executive Session:** Lindy moved that we go into executive session. Nancy M. seconded.

Miccal moved that we leave Executive Session. Lindy seconded. All in favor. At 6pm the Board came out of executive session.

Peter moved for a 7% salary adjustment for the Executive Director effective for the current pay period with funds drawn from the fund balance for this fiscal year to avoid impact on the current year budget. The increase will be part of the budget for next fiscal year. Sherry seconded. All in favor.

The board invited Carol back to the meeting to thank her for her work and inform her about the salary adjustment. George will follow-up via written communication to Carol.

Motion to adjourn from Kim. Seconded by Mary. Meeting adjourned – 6:15 PM.

Minute taker,  
Mary Grace