Chester County Reading Association~ Est. 1982
35th Anniversary
Board of Directors Meeting

Meeting: **CCRA Board of Directors**

Date/Time: **November 3, 2016**

Place: **Peirce Middle School**

Recorder: **Gretchen Denlinger, Recording Secretary**

Present: Ro Batson, Glendia Kennedy, Jan Pizarro, Jane Schultz, Jane Dulin, Rose Cappelli, Cynthia Haggard, Mary Ann Mallory, Carolyn Kelly, Tina Facciolli, Beth Madarang, Jen Greene, Mary Lee Meacham, and Gretchen Denlinger

Call to Order:

- Welcome- Ro Batson, 4:33 p.m.
- Approval of Agenda and September Minutes- Jane S. motioned the approval, Mary Ann M. seconded the motion, Agenda and Minutes approved
- Treasurer's Report- Jane Schultz
  2 partnerships received so far – Kennett Consolidated School District and Oxford Area School District, KSRA council awards received- President's Leadership and Exemplary Council, Fundraising/Donations received

YTD Income	$3,746.12
Expenditures	$1,599.43
Assets	$5,979.35

Officer's Reports

- President- Ro Batson
  KSRA Conference-Oct. 22-25th,Seven Springs, PA Excellent conference, presentations with Keynotes, several board members and break-out sessions, evaluations can be filled out through this week

- Vice President- Rose Cappelli
  Report on programs to be discussed

- Corresponding Secretary- Mary Ann Mallory

- Treasurer- Jane Schultz –see below

  Results of electronic voting of motion presented

Standing Committee Reports:

- **Communications**- Jan Pizarro

  Please send anything relevant to members to Jan. We will need a President's letter, program review. Tina F. will write up a Celebrate Literacy section. Ro will write a review of Nancy Viau's program for the newsletter.

- **Finance-** Jane Schultz

  Electronic motion passed in regard to members donating to Tanglewood Library in Louisiana. Board unanimously approved the motion.

  Transfer recommendation of line item of $55.00 (safe deposit box fee no longer needed this year) to the service award line item. Updated to minutes- Transfer of line item of $25.00 from postage/printing line item to service award. Motion passed.

  Jane S. will send out an electronic copy of the new CCRA bylaws to the board members via google docs. Rose C.- bylaws should not be on the website.

- **Literacy Advocacy**- Jan Pizarro

  PDE has reading specialist certificates on hold (via test) spoke with Millie H. Keystone suggested revisions. PDE will work with KSRA revisions, this is a step in the right direction. At the KSRA conference, a representative spoke with members- Millie is asking for review of policies

- **Memberships-** Tina Facciolli

  117 members, 45-55 expired, in process of sending out reminders

- **Nominations/Elections**- NA
- **International Projects**- Cynthia Haggard

  Hopewell United Methodist Church (one of our preschool literacy project participants)- Kitchen/Library Shipping Container- shipping to Africa. Updated to minutes: $100.00 donation to cover cost. Cynthia motioned, Jane S. seconded. Motion passed.

  Tanglewood Library in Louisiana- Donations collected can be used as KSRA project. We can send in what we collect from our meetings. Jane S.-Motioned to send out an electron motion close to the collection once we reach the next one hundred dollars. Cynthia seconded. Motion passed. Jane S. will take of sending the check to Tanglewood Library once donation collection is finalized.

  For $100.00, it is recommended that we support the Global ILA fund.

- **Program**- Rose Cappelli

  Nancy Viau will need a check for $150.00 for Thursday's program. Patty and Phil from Reading Matters will be away- Diane and Glendia will be selling the books.

  Greeters: Cindy K. and Mary Lee M.

Registrations: Jane S. and Gretchen D.

Act 48: Jane V. and Carolyn K.

We will have program flyers, evaluation forms, Nancy's books, and plenty of giveaways available.

- **Strategic Planning**- Rose Cappelli

  Our current strategic plan continues to 2018. Rose C. will send out an electronic copy to the council.

Unfinished Business

- **Change in site** for future CCRA board meetings- April 2017, Glendia K.- CCIU has a "Hubstub" place available for use, Jan P.- her WCASD replacement is interested in becoming involved in the council, possibility of using Peirce Middle in the future.

- **Region VI Conference**- Lynn is chair (representing CCRA in region VI), Timing of a region VI conference for 2017 is too ambitious, we'll hear more about this in the future.

- **Fundraising Committee**- Glendia contacted Panera and Isaac about possible fundraising events- We essentially need to pick a date (only Monday through Thursday) and complete paperwork. After you sell $100, then we would get 20% of the proceeds. Jane S. received a flyer for an Iron Hill fundraiser- It's a coupon fundraiser (food only) proceeds are 20% of the total bill.

  Ro- We could send out a S'more announcement for a Spring fundraiser. Glendia motioned for a food fundraiser after the April meeting. Cynthia seconded. Motion passed.

  Ro and Glendia are fundraising co- chairpersons.

- **Website-** Committee descriptions to be added (keep in mind-only 10 pages available for free website)

- **Online Book Discussion**- Ro B.

  Questions: Do we want to feature a Keystone secondary book? Do we want to highlight a winner? Do we want to try a book discussion one more time and to we want to try it during the winter? Rose C.- It's a little late for this winter. We can offer Act 48; however, we need to think about more ways to advertise. Jane S.- If we're going to use a middle/secondary level, we'd need to finish before March. Rose C.- Our first program for next year will feature Keystone to Reading awards. At that program, we could advertise an upcoming book discussion and Act 48 availability. Jane S.- We could also advertise the book discussion in our upcoming Spring and Fall newsletters. Ro- Table until next board meeting.

New Business:

- **Contract with CCIU for 2017-2018 Programs**

  Lynn D. Has contracts for the 2017-2018 programs, dates set aside for the Sept. and Nov. programs both of which are contracted with CCIU:

  Sept. 19th Keystone to Reading Awards

  Nov. 11th Persida Himmele- topic TBD

- **Gmail Issue**

  Ro B.- Email concerns- some emails that we try to send out to members via gmail account can be blocked by district websites, best to use personal email address, Rose C.- when googling CCRA, our old website still comes up, Jen G.- We need to use CCRA-PA

Ad Hoc Committees Reports:

- **Celebrate Literacy**- Tina F.

  Recipient from DASD middle school will be at the Jan. meeting for the award. Rose expressed concern that this recipient already received an award in 2007. We need to begin keeping a record of award recipients and a record of scholarship recipients in order to track rotation of schools. Rose made a motion, Tina seconded, motion passed. This will be added to the reference manual/committee charges.

- **Children's Literacy Project**- Mary Ann Mallory

  Bookbags were delivery to area schools, 695 children participating at 26 sites

- **Council Awards**- Jane Schultz

  Awards received: Exemplary Council Award, President's Leadership Award, ILA 35th Anniversary Award

- **District Partnerships-** Mary Ann Mallory

  Six school districts/IU participating- 1 less than last year: West Chester, Oxford, TE, Kennett, Downingtown, and the CCIU

  Beth Madarang will be take over in the spring. We will need to set a deadline once next year's program is complete. Letters for district partnerships should go out by mid-April. Some districts want an invoice before they will pursue it. This will need to be discussed further.

- **Scholarships**- Carolyn Kelly

  We received a thank you note from Katie Rupard. Carolyn motioned to change the rotation schedule of the scholarship award for districts. Update to minutes: We voted to change the rotation schedule. When districts have multiple high schools, the scholarship

will rotate through all the high schools within that district before moving on to another district. Motion passed.

- **Student Ambassadors**- Glendia Kennedy

  CCRA programs and information regarding student ambassadors were presented to area schools.

- **Tech**- Jen Greene

  Website verified using "meta" keyword and "Boost your Google search"

Announcements:

Cynthia H.- refugee family in WC area is looking for afterschool assistance in ELL.

Jan Pizarro has a new email address: jan.pizarro72@gmail.com

Meeting adjourned: 6:12 p.m.