

**Minutes
Regular Board Meeting
Literacy Campaign for Monterey County
April 2, 2014**

Members Present: Katy Castagna, Jayanti Addleman, Kim Bui-Burton, Margaret D'Arrigo-Martin, Fernando Elizondo, Julie Drezner, Laurel Lee Alexander, Claudia Melendez, Len Foster and Linda Coyne.

Members Excused: Carol Kolb and Alfred Diaz-Infante.

Staff Present: Ron Eastwood

Agenda Item #1: Action Items

Len Foster, President, welcomed everyone and opened the meeting at 12:00 pm at the offices of the Community Foundation for Monterey County, located on Garden Road in Monterey.

Executive Session (Closed Session)

Ron Eastwood will be undergoing medical treatments and will continue to manage the LCMC.

MOTION: In lieu of a raise in salary the Board authorizes one additional week of vacation for 2014. 1st LF/2ndKBB. Unanimous approval.

Agenda Item #1.1: Action Items

The February 5, 2014 minutes had revisions suggested. Linda will make revisions and submit for review and approval at the May meeting.

1.2: Additions to the Agenda

None.

Agenda Item #2: Committee Reports

2.1 Finance Committee

Katy presented a revised Financial Statement for December 31, 2014 which reflects some year end accruals (Literacy Summit expenses, Monterey County Gives). Katy presented the Balance Sheet and P&L for February 28, 2014. In the preparation for the grant applications, because our gross revenues are under \$200,000, we file the 990 EZ form which Carol Kolb will continue to prepare. Ron calculated the administrative overhead formula to use on grant applications using an estimated spread of staff time between administrative and programmatic duties. Since we no longer qualify to fund a Health Savings Account for our employees (The Affordable Care Act now requires that HSAs be offered in conjunction with health insurance coverage.), we are paying out \$500 per employee per month to be used directly by the employee. This is taxable income but not added to the salary scale. This is a temporary situation until we resolve the best way to provide for employee healthcare coverage in an affordable and beneficial way. The two current employees have other coverage and do not require or desire the Literacy Campaign to provide health insurance. The Board's intention is to offer this benefit to ensure the health and welfare of employees.

2.2 Fund Development Committee

Julie reported that the Fund Development Committee met on April 1 and has requested \$75,000 in grant proposals. The committee is also developing a list of local and national foundations. Board members were asked to review the list and see if they know anyone from the foundations to provide an opportunity to contact a known individual in the organization. Julie asked Board members to share names of potential consultants with Ron or Len who can create a marketing packet and handle event planning.

Ron talked about the Lights of Literacy Awards event to serve as a fundraiser for the LCMC and to honor individuals who have made significant contributions to literacy programs in the county.

Len asked Board members to share personal relationships with local leaders to help Ron and Len to develop relationships with them for future event organization and sponsorship. The Fund Development and Program Committee members will create a plan to bring to the Board for review.

2.3 Governance Committee

There was no report.

2.4 Program Committee

Ron shared the Program Committee report and a number of activities and events in process.

Agenda Item #3: Non-Action Items

3.1 Executive Director’s Report

See Program Committee Report above.

Agenda Item #4: Announcements & Communications

Len asked for help from Board members on foundation contacts.

Agenda Item #5: Adjournment

The meeting was adjourned at 1:30 pm.

Minutes recorded by Linda Coyne _____
Linda Coyne, Secretary, Board of Directors

Minutes approved by Linda Coyne _____
Linda Coyne, Secretary, Board of Directors