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**Board of Directors Meeting**  
**January 4, 2017**  
**2:00 p.m. CDT**

**MEETING CALLED TO ORDER BY SHARON RAWLINS, PRESIDENT**

**QUORUM**

Quorum was established with the following-  
BriAnne Baxley, Josephine Camarillo, Lisa Donovan, Ann Hoey, Chrissie McGovern,  
Matt McLain, Sharon Rawlins, Sandy Wilkerson, Karen Yother

Absent- Elaine Betting

**ATTENDANCE**

Karen Day, Contractor, Day Time Associates

**MINUTES**

Minutes from December 7, 2016 meeting were reviewed. Correction to date. Motion made by Hoey to accept minutes; seconded by Wilkerson. Motion passed.

**COMMITTEE REPORTS AND AGENDA ITEMS**

Financial

Treasurer McLain presented financial reports and was discussed. Treasurer reported as of December 31, 2016:

Year-to-date (YTD) we have received \$466,603.66 in income. Our YTD expenditures are \$314,606.26. We have YTD balance of \$151,997.40.

Organizational Coordinator

Position was posted and Karen Yother responded to various questions regarding Organizational Coordinator job responsibilities. Interview committee will be working to schedule interviews in March. Please send specific questions to be included in the interview to Karen Yother.

Nominating Committee

Nomination slates are near completion. Treasurer, Rules of Use and Membership Chair still open. There are two people running for member at large.

2018 Manual update

Early Literacy- no update

Children's- received 3<sup>rd</sup> chapter to review

Adult- will be receiving content to review

Teen- still in review but hope to be done by the beginning of February

Spanish-should be done by the beginning of February

### 2018 Illustrator update

Artwork was sent out, feedback was received and forwarded to Brian Pinkney. Still awaiting response.

Vendor committee will have a subcommittee: Art. Commitment would be one year only and members interested on serving on the Art committee will need a recommendation as well as some prerequisites.

### Annual Meeting Update

Annual meeting details still being finalized. Rawlins still working on speaker and board training after the annual meeting. Board meeting will be scheduled an hour before orientation on the first day.

Survey was sent out asking Youth Consultants which tool was used to collect summer reading data. This can determine which agency can attend annual meeting.

### Membership/Policy Updates

Sent out two policies, Request for Quotes and Requests for Proposals. Under -brief RFP for expenses

Second bullet point will be deleted.

### **ACTION**

McLain makes a motion to remove bullet points under *Requests for Quotes/Requests for Proposals and Contracts* and rephrase paragraph to state:

“For any products or services that are estimated to cost \$25,000 or more, CSLP Officers, Committees or CSLP Office, the Board or appointed committee in charge will prepare and release a request for quotation or request for proposal.”

Seconded by Donovan, 1 abstention. Motion passed

Hoey recommends to revise current travel policy as it only applies to the annual meeting. Board agreed that handbook should be more generalized. She will send out document to board again and discussion will continue at next meeting.

### Australia Membership

Signed provisional membership with Australia. Conference call scheduled with Australian reps sometime in February.

### On-Line Manual

Currently no issues and all is going well. Current download totals:

1112 form submissions  
516 children's downloads  
250 teen downloads  
214 early downloads  
197 adult downloads  
97 All ages poster downloads

### Lawsuit Update

No updates from lawyer Doug Reese.

### Updates

PSA –no changes to Kwame Alexander's. Charlotte reported that all went very well and will send pictures from the shoot.

Best practices applications were sent out to state reps and youth services consultants.

Upstart webinars are now on website.

Rawlins is gathering items for newsletter.

### **ADJOURNMENT**

Motion made by Yother to adjourn. Seconded by Wilkerson.

Motion passed.

### **Next Meeting: February 1, 2017, 2PM CST**

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.