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 3rd 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.