**CSLP Board Agenda**

**Board Members**Cathy Lancaster - President

Donna Throckmorton – President Elect

Kate Smith – Secretary

Deborah Dutcher – Treasurer

Beth Yates – Past President

Adrienne Butler - at large   
Lysha Thompson – at large

Katie Perkey – at large

Jasmine Rockwell - Vendor

Amelea Kim - Membership

Erin Groth - Manual Committee

vacant - Executive Director   
Melissa Hooke – Admin

Alyssa Graybeal – Manual Managing Editor

**Wednesday, February 1, 2023  
2:00 p.m. EST**   
11:00 am PST/12:00 pm MST/1:00 CST/2:00 pm EST

1. **Roll Call** – Melissa Hooke

Cathy Lancaster, Donna Throckmorton, Kate Smith, Deborah Dutcher, Beth Yates, Adrienne Butler, Lysha Thompson, Katie Perkey, Jasmine Roswell, Amelea Kim, Erin Groth.

Melissa Hooke – Admin

Alyssa Graybeal – Manual Editor

1. **Call to Order** – Cathy Lancaster at 2:05 EST
2. **Welcome New Board and guests** - Sarena Deglin, Janet Ingraham Dwyer - OH, Sulin Jones - NV, Jaclyn Hale – DE, Amy Olson, KY; Sandy Wilkerson – KS, Kelly McCabe – NM; Barbara Curry – AL; Kate Brunner – CO
3. **Approval of the Consent Agenda**
   1. January 2023 Board minutes – Kate Smith
   2. Budget – Deborah Dutcher
   3. Motion to approve by Deb Dutcher, seconded by Amelea Kim. Passed unanimously.
4. **Unfinished Business**
5. Manual Chair appointment and discussion of role – Beth Yates, Cathy Lancaster (Policies - F.1 Manual Liaison) – Beth Yates officially approves Erin Groth of WA as manual representative to board to replace Beth Ratliff.
6. Reviewing policy F. Manual and F.1 Manual Liaison. This is not how the chair has been working since Alyssa Graybeal was hired. Alyssa serves as the coordinator of the individual manual chairs. Suggest that we re-write to reflect having Manual Editor on board and reorganize the job description. Cathy pointed out that the Manual Chair used to make huge decisions that are now Alyssa’s responsibilities. Should still include a representative from manuals. Amelea will update policy and run past Alyssa and Erin for clarification then bring to March board meeting. Amelea Kim moved for us to vote Erin Groth to replace Beth Ratliff as Manual Chair. Donna Throckmorton seconded. Unanimously approved! Welcome to Erin!
7. Nominating and leadership committee – We have an opening for the Early Literacy Manual for a full 2-year term. Angela Germany, former LA state rep, has agreed to take over this role. Amelea moved we have a special ballot to elect Angela; Deb seconded. Unanimous approval. Beth Yates will put together a special election.
8. Exec Dir Search Committee update – Cathy reported that we had 156 applications for the Exec Dir position. She thanks the search committee for their work. They are holding interviews the week of Feb. 20 via Zoom, then will select individuals for in-person interviews during Annual Board Retreat in New Orleans March 20-24.
9. Graphic Design House update – Jasmine Rockwell – We had 4 proposals, 2 of which were overbudget. Between the 2 remaining in our budget, After meeting with the remaining two, Melissa Schultz looked over contractual language and made suggestions for edits. Melissa Hooke and Jasmine will meet with the company, Methodikal, next week. Website is <https://methodikal.net/> Melissa Hooke will get contract back next week and start working with them immediately after that for manual for 2024.
10. Artwork Update – Melissa Hooke – We have been working with Juana; she submitted the initial sketches, which were reviewed and returned; second round have been sent back and committee will meet Monday to compile comments and respond to them. Thanks to Melissa and Jasmine for working with Juana to get things moving forward.
11. **New Business**
    1. Membership Notice - We received a letter from State Library of Maine that 2023 will be their last year with CSLP. We will have to vote to accep that removal at the annual meeting in September. Cathy met with the two representatives so that we could leave the door open for them. Not leaving with hard feelings, just want to try other things.
    2. CSLP Policy Manual status summary – Amelea Kim – Amelea has reviewed the policy manual and wants to give a summary of what needs to be tended to. She shared comments on the CSLP Policies document for us to review. Employee manual currently lives in the Board folder. Amelea will send out a link asking the board to comment by Feb. 15 so we can have a proposal draft to vote on in March. The membership committee met yesterday, and they suggest they look through the policies manual and suggest changes to the board. They also discussed wanting to do outreach to non-members, but Cathy said she would like to table that discussion right now due to lack of an executive director search.
    3. Partnerships – Cathy Lancaster/Melissa Hooke – Reminder that our official partners can be found <https://www.cslpreads.org/our-partners/> and to check
       * 1. SciStarter – Cathy reports they are doing a webinar in Feb. about All Together Now and Leap Into Science, National Girls Collaborative. We are talking about being official partners so we can share them.
         2. TeachingBooks – Beth Yates – not an official partner. They are receiving the book lists from Beth so that they can share that information with the states that are partnering with them already.
         3. Read with Jenna – Cathy says someone from this organization called Melissa to ask about speaking with us as a partner. How can this look? How can it be beneficial for both of us? Melissa and Cathy will contact them to talk about partnering.
         4. PBS Books – Cathy said they want to meet with us again so she and Melissa can reach out to them.
12. **Other business** – Katie Perkey asked if we can have a board liaison for each committee. Donna will compile a list of all committees so that we can align a board member with each committee to be a liaison to help them connect to the board.
13. **Comments from guests** – Welcome to our new guests, Kate Brunner – CO, Jaclyn Hale – DE, and Barbara Curry – AL.
14. Next board meeting: **March 1, 2023** at 2:00 pm EST via ZOOM
15. Lysha moved to adjourn at 2:13 pm CST