**Literacy Council Board of Directors Meeting Agenda**

**Date December 16,2024 5:30 p.m. LCOWA**

**Attendance Members Present**

\_\_\_\_\_ Karen Haggard

\_\_\_\_\_ Ann-Gee Lee

\_\_\_\_\_ Nancy Martinez

\_\_\_\_\_ Emmanuel Maya

\_\_\_\_\_ Lillian Nichols

\_\_\_\_\_Jennifer Petrovich

\_\_\_\_\_ Dusan Stojanovic

\_\_\_\_\_ Erica Valle

\_\_\_\_\_ Bente Eriksen

Establish Quorum

1. Call to order Time
2. Approval of minutes
   1. Moved
   2. Second
3. Reports
   1. Executive Director—B. Eriksen
   2. Treasurer
   3. Committee Reports
      1. Finance—see attached document
      2. Governance
      3. Grants
      4. Outreach/Events

4. Unfinished Business: from last meeting-- With the uncertainty of funding in the near future, the Executive Board would like to recommend that we pay off our outstanding mortgage ($12,711.92) on the building. We offer 2 plans for doing this:

1. Once we have purchased the computers from last year’s grant and can show that we have spent that money, we apply to First Pres for a grant to pay off our balance.

2. Check with Heather Edwards about other options for doing this. Who will do this?

3. After discussion, we added a third option: a campaign to do this.

Need to find out that mortgage is being paid. This item was tabled till next time when we have more information

1. New Business: Check on status of items discussed at Executive Board meeting:
   1. Deposit of money from Murder Mystery--Bente
   2. Conversation with Community Service Clearing House about our loan--Bente
   3. Set up auto-pay for mortgage--Bente
   4. Conversation with 1st Pres about using money designated for tech upgrades for operating expenses--Bente
   5. Conversation with Carl Albert about money usually paid in September or October for office space--Bente
   6. Action items related to today’s discussion and who is responsible for each one
2. Announcements
3. Adjourn Time