Board of Directors

Meeting Minutes

December 12, 2024

9:30am-10:30am

Zoom

Present: Kelli Johnson, Brad Loliger, Maureen O’Connor, Pat Rajala, Joe Campbell, Christos Gkolias, John Eberle (joined at 9:51am)

Absent: Alexa Spieler

Staff: Kathy Houghton, Kitty Hotles-Samson

9:35 a.m. Johnson conducted a Quorum check and called the meeting to order. Loliger read the LNY Mission Statement. Johnson led the group in a literacy activity.

Johnson asked if there were changes or additions for the Consent Agenda. None provided. The Consent Agenda consisted of the December 12, 2024 Meeting Agenda and the September 12, 2024 Board Meeting Minutes.

Johnson asked for a motion to approve the Consent Agenda.

Motion made by Rajala

2nd by Loliger

Johnson requested vote.

Asked if there were any questions or discussion. None provided.

All in favor, motion approved without objections or abstentions.

Campbell and Houghton presented the financial reports. The Board Report and the Summary Report was reviewed. Approximately 42% of the annual budget has been spent, which is on target. ALE payments are being received on schedule and the quarterly reports for the RAENs and STAC for July 1, 2024-August 31, 2024 have not yet been requested by AEPP. The budget is on track and there has been little change in LNY’s bottom line since the end of the RAEN contracts October 1. RAEN funds basically covered only essential contract costs.

The new ALE RFP has not yet been released. Amendments for the current fiscal year are due in April. Houghton will be requesting changes in salary and benefits due to resignation of Abousaid. Travel funds may need to be increased since AEPP has requested more site visits by Houghton.

Since Abousaid left, Ann MariePryzbyl**,** former RAEN Director, is assisting in the office a few hours per working on a month to month contract. Without the two RAEN contracts, Abousaid estimated that the LNY finance position could be significantly less than full time, approximately 15-20 hours per week. Houghton has posted a job opening on Indeed.

Loliger stated that he appreciated the full board discussion of the budget.

Motion to approve the Financial Reports made by Loliger

2nd by Rajala

Johnson requested vote.

Asked if there were any questions or discussion. None provided.

All in favor, motion approved without objections or abstentions.

Houghton reported on Online Tutor Training marketing. Board members received 2 proposals for review prior to the meeting, one from Full Capacity Marketing and the other from Client Focused Media. Board members were asked to respond to an online survey regarding marketing. Houghton reported on results of the survey. Several responses indicated that more information was needed. Houghton addressed the concerns expressed related to workload of LNY staff and difference between this marketing plan and promotion of the Janice Cuddahee Fund. Responses to the survey question of how much funding should be allocated to marketing varied widely. Houghton requested that the Board create a Marketing Committee to meet monthly on this issue. Johnson, Rajala and Gkolias volunteered.Gkolias will chair the committee. Eberle offered to send Houghton a sample document to help with developing a charge for the new committee.

Houghton gave the Executive Director’s report. The LNY office has moved to a smaller, less expensive space. There is room for expansion if needed in the future. Houghton has completed all regional meetings for the year. Miranda Prime from Adult Education programs and Policies (State Ed) joined Houghton at these meetings. Houghton reported that the relationship with AEPP has improved. Communication is more collegial and AEPP has assigned one Regional Consultant for ALE Rest of State programs. Houghton has been asked to submit a glossary prior to the release of the new ALE RFP. She also reported on the Connect ALL Digital Equity Project. She is awaiting a letter from the Empire State Development Corporation which she will share with the board for review. The project is scheduled to start at the end of January and run for 12 months.

Johnson asked for a motion to adjourn.

Motion made by Campbell

2nd by Gkolias

Johnson requested vote.

Asked if there were any questions or discussion. None provided.

All in favor, motion approved without objections or abstentions.

10:36am Meeting adjourned.

**Next Meeting:**

March 14, 2025 9:30-10:30am via Zoom