Board of Directors

Meeting Minutes

March 12, 2025

9:30am to 10:30am

Zoom

Present: Kelli Johnson, John Eberle, Joe Campbell, Maureen O’Connor, Bradley Loliger, Pat Rajala, Christos Gkolias

Absent: Alexa Spieler

Staff: Kathy Houghton, Kitty Hotles-Samson, Suzanne Mis

9:32 a.m. Johnson conducted a Quorum check and called the meeting to order.

Houghton introduced Suzanne Mis to the Board.

Johnson began the meeting reading the Literacy New York Mission. Johnson led the board in a literary activity using orthographic mapping as a reminder of the difficulties students face in learning to read and write English.

**Consent Agenda-Johnson**

Johnson asked if there were changes or additions for the Consent Agenda. None provided. The Consent Agenda consisted of the March 12, 2025 Meeting Agenda and the December 12, 2024 Board Meeting Minutes.

Johnson asked for a motion to approve the Consent Agenda.

Motion made by Eberle

2nd by Loliger

Johnson requested vote.

All in favor, motion approved without objections or abstentions.

**Financial Reports Review-Houghton, Mis**

Houghton presented the Summary Financial Report and the Board Financial Report. There were variances in several categories in what could be expected to have been spent at this point in the fiscal year. As examples, Houghton cited unexpected costs due to the office move as well as unexpected income from investments. Houghton noted that ALE billing to SED was submitted later than usual. ALE budget amendments will be finalized in April to meet the April 10th deadline set by AEPP.

Johnson asked if there were any questions about the Financial Reports. None provided.

Johnson asked for a motion to approve the Financial Reports.

Motion made by Loliger

2nd by Eberle

Johnson requested vote.

All in favor, motion approved without objections or abstentions.

**Presentation of Literacy NY 25/26 Budget Proposal-Houghton**

Houghton presented the Literacy New York budget proposal. Current ALE funding runs through June 2025. Literacy New York income is budgeted at $466,300. Since the new ALE RFP has not yet been released, ALE funding for the 2025-2026 fiscal year was estimated at $450,000 with other income from business activity projected at $5,000 and Miscellaneous Activity at $11,300.

During the budget proposal, Houghton stated that small programs can’t survive without a contract. Houghton will be participating in a meeting with SED’s Deputy Commissioner this week (March 14) to seek further information about the status of the delayed RFP. She will provide board members with the Zoom link if anyone would like to participate in the meeting. She will email a report to the board shortly after the meeting.

Eberle asked about the possibility of a ripple effect on ALE funding due to the possibility of federal fiscal changes. Houghton shared that ALE is totally state funded and was included in the Governor’s budget at $9.2 million. Several of the largest upstate ALE awards are to Literacy West and Literacy Solutions. Both also rely on federal WIOA funding so there is concern about WIOA reauthorization in the adult literacy community. Eberle stated that it may make sense to have a backup plan.

The Digital Literacy Project through Empire State Development was finalized January 31 of this year. The full $100,000 award will be paid to LNY’s consultant. Houghton will discuss this with the auditors to see how this funding should appear in LNY’s budget.

Johnson asked if there were any questions or discussion. None provided.

Johnson asked for a motion to approve the 2025-2026 budget.

Motion to approve the 2025-2026 budget made by Campbell

2nd by Rajala

All in favor, motion approved without objections or abstentions.

**Board Discussion-Johnson, Houghton**

The Board discussed committee needs and board recruitment. John Eberle’s term is about to expire which creates a vacancy. Houghton will contact all board members to ensure that all are committed to serving out their terms. Johnson and Houghton asked members to provide 2 names of potential Board members by Friday, March 14, 2025.

Johnson asked if there were any questions or discussion. None provided.

Johnson asked for a motion to adjourn.

Motion to adjourn made by Campbell

2nd by Loliger

All in favor, motion approved without objections or abstentions.

10:36 a.m. Meeting adjourned.

**Next Meeting:** June 6, 2025-In person at Greek Peak-Cortland, NY. Houghton sending additional information.