

Board of Directors  
Meeting Minutes  
March 14, 2024  
9:30am to 10:30am  
Zoom

Present: Kelli Johnson, Mary Ellen Darling, Maureen O'Connor, Bradley Loliger, Joe Campbell, John Eberle, Pat Rajala

Absent: Christos Gkolias

Staff: Kathy Houghton, Kitty Hotles-Samson, Mary Abousaid

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

Johnson began the meeting reading the Literacy New York Mission. She asked staff to include the Mission on future meeting agendas. She will begin future meetings with a board member reading the Mission.

Johnson led the board in a phonological awareness ice breaker.

### **Consent Agenda-Johnson**

Johnson asked if there were changes or additions for the Consent Agenda. None provided. The Consent Agenda consisted of the March 14, 2024 Meeting Agenda, the December 14, 2023 Board Meeting Minutes, the Board Financial Report and the Board Summary Report.

Johnson asked for a motion to approve the Consent Agenda.

Motion made by Rajala.

2<sup>nd</sup> by Eberle

Johnson requested vote.

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

All in favor, motion approved without objections or abstentions.

### **Presentation of Literacy NY 24/25 Budget-Houghton, Abousaid**

Houghton presented the budget. It was calculated without RAEN contracts, income and expenses. RAEN contracts would remain in effect until September 30, 2024.

Houghton stated the staff is Literacy New York's greatest asset and included a 3% salary increase for staff in the budget. This increase will be included in the 2024/2025 ALE grant budget. ALE budget is first approved by the LNY Board of Directors and then by SED.

If there is not a new RAEN contract for October 1, 2024 when the current lease expires in Buffalo, LNY will require less office space. Finding a new location is being considered with a savings in rent anticipated. Houghton reviewed expenses.

Abousaid provided the Business Activity and Miscellaneous Activity Review. Abousaid also shared that travel funds are increased to cover Houghton's required additional travel to ALE funded programs for more site visits in 2024/2025. Brokered CDs are doing well which increases unrestricted funds to LNY.

Rajala inquired about salary increase approval.

Johnson asked for a motion to approve the 2024-2025 budget.

Motion to approve the 2024-2025 budget made by Campbell.

2<sup>nd</sup> by Rajala

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

All in favor, motion approved without objections or abstentions.

### **Board consideration of 2024 RAEN RFP-Houghton**

The new RAEN RFP was released by SED. Houghton emailed copies to board members prior to the board meeting. LNY has had the contract for the Western NY RAEN for 25 years. There has been a shift in how the RAEN's are to perform. The new RFP has new requirements with the RAEN's primary function being to monitor programs rather than providing technical assistance. Houghton provided further discussion. Loliger indicated that the new project is a departure from Literacy NY's mission and vision.

Johnson asked if everyone had enough information to vote. Board agreed they could move forward.

Johnson asked for a motion to apply or not apply for the RAEN RFP's.

Motion to not pursue the RAEN RFP's that begin October 1, 2024 made by Campbell.

2<sup>nd</sup> by Loliger

All in favor, motion approved without objections or abstentions.

Houghton indicated that she is investigating other possible sources of grant funds that fit LNY's mission

### **Executive Director Report-Houghton**

Houghton attended the ALL IN National Summit.

Literacy New York will be partnering with the Barbara Bush Foundation to train the trainers in 6 states in the area of digital literacy.

The current ALE grants run through the end of March 2025. The new ALE RFP is expected late Spring 2024.

Houghton will be presenting at the COABE conference. The conference will be held in Nashville March 17-20, 2024.

Motion to adjourn made by Loliger

2<sup>nd</sup> by Rajala

All in favor, motion approved.

10:33 a.m. Meeting adjourned.

**Next Meeting:** In person-June 7, 2024 at Greek Peak-Cortland, NY. Houghton sending additional information shortly.