Vermont Council on Literacy,
Meeting of the VCL Board
Agenda
Date: March 11, 2025
7:00-8:30 pm via ZOOM

1. Call to Order and Welcome (Ellen)
    a. Meeting Roles
        i. Time keeper
        ii. Process checker (Robert's Rules & Member's voices)
2. Establishment of Quorum (Chair))
3. Board Education - BOARD GOVERNANCE*
    a. Robert's Rules
    b. Bylaws as organizing document (Ellen)
    c. Board Evaluation Tool (Ellen)
    d. Term Limits
    e. Annual Calendar
    f. VCL Board Handbook

4. Old Business
   Approval of February 19, 2025 meeting minutes (Jenny)

Motion:
Second:
Discussion:
A vote was taken: ___in favor, ___ opposed, ___ abstentions. Motion DOES/DOES NOT PASS.

Financial Update (Becca)
Year to date information

Conference Report - (Carol)
- Registered participants
    - Paying -
    - Free/guests -

- Hotel Costs - Contract Commitments: We will owe $3,114.00 if we cancel.
- Speaker Costs: w/ transportation-$4,000 plus travel-approximately $500, room $150 Total: $4,650

Awards and Mini grants
- Lyman C hunt Jr Award
- John T. Poeton Award
- Mini Grants (2)
- How Do We Raise a Reader? Award (1)
- Pat Gallant mini grant?

Strategic Planning Meeting Discussion (All - input needed)
- Weekend or weekday
- Who to invite?
- Facilitator - Valerie Beng Jensen?
- More

5. New Business, INPUT*
   Fall Programs, 2025?

   Spring Conference, 2026?

   Changes in Leadership - Need time to hand off duties/tools
   Succession planning: Discussion

   Succession planning is the process of identifying and preparing employees to fill key roles in a company when needed. It can also be called succession readiness, bench strength, or continuity planning.

   We need one.

   - [ ] Identifying critical positions and highlighting potential vacancies;
   - [ ] Selecting key competencies and skills necessary for business continuity;
   - [ ] Focusing development of individuals to meet future business needs.
   - [ ] More.

6. Next Meetings

April 8, 2025
ZOOM
7-8:30 pm

7. Adjournment (Ellen)

Motion:
Second:
Discussion:
A vote was taken: ___in favor, ___ opposed, ___ abstentions. Motion DOES/DOES NOT PASS.

*** KEY: DECISION MAKING PROTOCOL**

BOARD GOVERNANCE - no input, this is needed for Board understanding

INPUT - the chair is looking for input to help with the decision, chair will make the decision

INPUT TO DECISION - the chair is looking for input to help with the decision, the board will make the decision

MOTION - indicates the need to vote on this item; majority vote of full board quorum (3-5)

Vermont Council on Literacy,
Meeting of the Executive Board
Minutes
March 11, 2025
7:00-8:30 pm via ZOOM

Board Members:

Present	Absent
Ellen, Lindsey, Natalie, Carol, Rebecca, Jenny, Billy Jo	

1. Call to Order and Welcome (Ellen) 7:06 PM
    a. Meeting Roles
        i. Time keeper- Ellen
        ii. Process checker (Robert's Rules & Member's voices)- We will use this structure for keeping meetings on track and equitable
2. Establishment of Quorum (Secretary) (6)
3. Board Education - BOARD GOVERNANCE*
    a. Robert's Rules
    b. Bylaws as organizing document (Ellen)- We will keep these up during meetings to reference as needed
    c. Board Evaluation Tool (Ellen)- We will use an exit ticket moving forward to help inform our meeting agendas and structure
4. Old Business

    Approval of February 19, 2025 meeting minutes (Jenny/Natalie)

    Motion: Natalie made a motion to approve the February minutes
    Second: Lindsay seconded the motion to approve the February minutes.
    Discussion: No discussion
    A vote was taken: __6_in favor, _0__ opposed, _0__ abstentions. Motion DOES/DOES NOT PASS.

    Financial Update (Becca)

Year to date information- Early Bird Special goes until March 17, 2025. Some participants are sending in checks.
Some donations have been sent in as well.
Hand 2 Mind vendor has sent in a check.
Need to follow up with paying the insurance as soon as possible.

Conference Report - (Carol)

- Registered participants
  - Paying - 28 & 3 paying reduced rates
  - Free/guests - 8
  - Discussion of reduced rate for paraprofessionals and retired educators- just add retired option to website $195
  - Natalie will send past award winners a personalized invitation to the Conference- Lyman C Hunt and John T Poeton Award Helen Lanthier and Beth Shelley- DONE (all but Helen)
- Hotel Costs - Contract Commitments: We will owe $3,114.00 if we cancel.
- Speaker Costs: w/ transportation-$4,000 plus travel-approximately $500, room $150 Total: $4,650
- Checking in about representatives from various companies and vendors- waiting to hear back from a few. Carol will resend email to reach out. A few have responded no.
- Raffle prizes? We will need to purchase or prepare materials.
- Ellen is bringing some poetry books to donate to the raffle or give away.

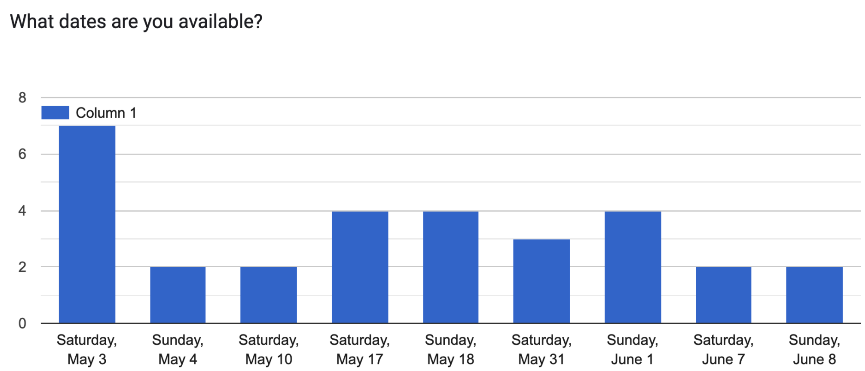
Awards and Mini grants - (Carol)

- Have not heard back about any yet.
  - Lyman C hunt Jr Award
  - John T. Poeton Award
  - Mini Grants (2)
  - How Do We Raise a Reader? Award (1)
  - Pat Gallant mini grant?- Choose a theme of texts and age group
- Want to extend our reach to a broader audience of participants. Share awards and grants with other districts. Natalie will send the information to Emily Leute.
- Someone else nominates a winner.

Strategic Planning Meeting Discussion (All - input needed)

- What are our thoughts on planning the next conference?

- Saturday, May 3 is a date when 7/7 members said they could attend! What do you all think? Billy Jo has another commitment and will join if possible. Some double responses and missing responses. Library is closed on Sunday so that day would not work. Some issues with needing to get accommodations for multiple nights with the conference the day before. Considering a weekday meeting and trying to encourage some new voices.
- June meeting- shorter zoom meeting and then plan a strategic planning meeting later on in the fall that will cost money and include a larger audience.
- - Natalie will send a revised survey with more dates that extend into the fall.



- Who to invite? Need to have the budget figured out so that we can invite a wider audience and provide lunch etc. Idea to invite past presidents and board members, those who have valuable, institutional knowledge.
- Facilitator - Valerie Beng Jensen? We would like to invite her.
- Discussion: Priority should be the strategic planning to learn more about what educators are looking for and determine ways that we can support educators. Opportunity for a reset. Thinking about some of the uncertainty with national as well as state wide changes. Rethinking the direction of the council.
- Due to the timing of the strategic planning meeting, we will not have a spring conference in 2026.

5. New Business, INPUT*
   Succession planning: Discussion

   Succession planning is the process of identifying and preparing employees to fill key roles in a company when needed. It can also be called succession readiness, bench strength, or continuity planning.

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- [ ] More.

- Consider using the strategic planning meeting to try and enlist some new members on the council who have historical knowledge of the organization and could serve in critical roles such as treasurer and vice president. Strategic plan will also help current members make the decision. Ellen is considering staying on for another year with the intention of training a new president over the course of the year.

6. Next Meetings

- April meeting would be succession planning and the conference as well as mini grants and awards.

April 8, 2025 ZOOM 7-8:30 pm

7. Adjournment (Ellen) 8:27 pm

Motion: Natalie
Second: Carol
Discussion: No
A vote was taken: __7_in favor, __0_ opposed, __0_ abstentions. Motion DOES/DOES NOT PASS.

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Submitted by: ____
(Secretary)

Date: ____