

Minutes of the June 22 Meeting

Literacy Council of Buncombe County
Minutes of the June 22, 2020 meeting

Board Members Present: Zuri Anuel, Kevin Baxter, Anne Bleyntat, Jo Chandler, Laurie Chess, Marilyn Cortes, Aaron Dahlstrom, John Hall, John Lansche, Page McCorkle, Debbie Motz-Bryenton, Susan Perone, Leah Quintal, Barbara Kolack Veach

Board Members Absent:

Staff Present: Cindy Threlkeld

4:02 commencement

Leah moved to approved May minutes; John Hall seconded. Board approved.

Finance Updates

- We will be able to use all of the PPP grant due to a terms extension.
- We have contracted w/ the same accounting firm for the 20/21 year audit and will research new companies for the following year. Per Debbie, it is best practice for nonprofits to rotate accounting firms ever few years.
- Total budget for next year will be revised to \$359,075. Expecting a surplus of approximately \$40k for next year.
- We expect to end up \$15,000 in the black for this fiscal year.
- Zuri asked about Cindy's hours moving to part time and what motivated this change.
 - Cindy clarified that Irina is also reducing her hours. Cindy explained that these changes will provide budget relief and are a measure of caution in what will likely be an uncertain year.

Proposal for Staffing Change

- Leah inquired about the security of the new positions and if we plan to keep those positions if funding goes down.
 - Cindy said that we have good prospects for grants that will fund these positions. The outreach coordinator will be made aware the position is grant funded.
 - Leah said she appreciates the bold move to strengthen these programs with additional staff.
- Leah also enquired about health insurance for staff. Cindy explained the qualified small employer HRA program (QSEHRA) that she is looking into for staff. The QSEHRA is a company-funded, tax-free health benefit used to reimburse employees for personal health care expenses.
- Barbara enquired about the exact budget figures for the staffing changes.
 - Per Cindy:
 - Outreach coordinator salary is \$14k.
 - The addition is effectively cancelled out by Cindy and Irina moving down in hours.
- John Hall reiterated that health insurance was a priority of the board going into this fiscal year and thanked Cindy for her progress on this goal.
- Aaron made the motion to approve the positions; Debbie seconded. Board approved.

Board Election

- John Lansche moved to approve Hanna Zahory as a board member. Anne seconded. Board approved.
- Laurie motioned to extend the terms of Jo and Zuri; Marilyn seconded. Board approved.

Revision of By-Laws

- Susan gave the history of the by-laws review process and walked through the updates.
- Susan also mentioned that we should consider adding gender expression to list of non-discrimination under Article XI. It will be added.
- Debbie motioned to approve with the above revisions. John Lansche seconded. Board approved.

Mission & Vision Statements Updates

- Barbara mentioned her preference to keep the term "literacy" in the mission statement. Many members of the board agreed.
- Susan suggested switching the word "learning" with "literacy" in the mission statement second option.
- No final decisions were made on the mission and vision statements at this time.
- Anne expressed that any new name should not confuse our organization with a government agency or program.

Core Values

- Cindy requested volunteers from the board to help solidify our core values.
- Laurie and Kevin have volunteered to work on our core value statements.

Anne motioned to adjourn. Susan seconded.

Meeting adjourned at 5:11 p.m.

Literacy Council of Buncombe County
Statement of Assets, Liabilities and Equity
As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
TD Bank *1084	39,788.75	42,436.33
TD Bank MM *0995	103,760.68	75,934.55
TD Bank MM+ *1350	75,108.05	0.00
Total Checking/Savings	<u>218,657.48</u>	<u>118,370.88</u>
Other Current Assets		
Sales Tax Receivable	411.67	831.70
Total Other Current Assets	<u>411.67</u>	<u>831.70</u>
Total Current Assets	<u>219,069.15</u>	<u>119,202.58</u>
Fixed Assets		
Accumulated Depreciation	-2,400.33	-2,400.33
Computers	5,190.68	5,190.68
Total Fixed Assets	<u>2,790.35</u>	<u>2,790.35</u>
TOTAL ASSETS	<u><u>221,859.50</u></u>	<u><u>121,992.93</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Grants held in reserve	73,975.00	0.00
Total Other Current Liabilities	<u>73,975.00</u>	<u>0.00</u>
Total Current Liabilities	<u>73,975.00</u>	<u>0.00</u>
Total Liabilities	<u>73,975.00</u>	<u>0.00</u>
Equity		
Retained Earnings	68,269.31	78,769.31
Unrestricted Net Assets	43,223.62	0.00
Net Income	36,391.57	43,223.62
Total Equity	<u>147,884.50</u>	<u>121,992.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>221,859.50</u></u>	<u><u>121,992.93</u></u>

Financial Status as of June 30, 2020

	<u>YTD</u>	<u>BUDGET</u>
INCOME		
Churches	2,462.02	2,000.00
Corporations	16,484.30	14,000.01
Endowments	7,094.00	7,120.00
Foundation Grants	54,478.00	70,000.01
Government Grants	106,339.60	82,500.01
Individuals	88,037.68	65,000.01
Other	3,054.77	3,200.00
Partnerships	17,354.02	20,000.00
Special Events	51,657.23	80,000.00
Total Income	346,961.62	343,820.04
Gross Profit	346,961.62	343,820.04
EXPENSE		
Adult Literacy	21,392.44	21,577.00
D. Parton's Imagination Library	7,792.62	15,550.01
Development	51,122.39	58,123.00
ESOL	77,060.04	81,114.00
General & Admin	124,876.11	127,751.00
Outreach	7,231.38	8,900.00
Youth Literacy	21,095.07	21,777.00
Total Expense	310,570.05	334,792.01
Net Income	36,391.57	9,028.03

DRAFT: FOR BOARD DISCUSSION
STRATEGIC PLAN

**LITERACY COUNCIL OF BUNCOMBE COUNTY
2020 to 2025**

Mission

To transform lives and communities through the power of literacy.

Vision

A just and equitable community in which literacy is accessible and achievable by all.

Core Values

Lifelong Learning

- We believe the pursuit of knowledge is a life-long journey for our students, tutors, staff, board, and community.
- We offer transformative learning experiences to people of all backgrounds, ages and abilities.

Individual Dignity

- We believe individuals have the power to reach their own potential through teaching, learning, and community involvement.
- We trust and believe in our students when they share their experiences, goals, insights, and vision.
- We co-create learning environments where the dignity, worth, and complexity of each person is honored.

Equity and Justice

- We believe access to lifelong quality education is the cornerstone of a more just and equitable society.
- We commit to diversity and inclusion in all aspects of our organization and recognize that systemic racism is a major barrier to achieving a community where literacy is accessible to all.
- We partner equally with students, tutors, staff, and board to help students reach their goals.

Leadership and Innovation

- We respond to a changing landscape, creating new pathways for groups and individuals to reach their full potential.
- We initiate collaboration to engage the community in advocating for the change required to create a more literate Buncombe County.
- We commit to the highest standards of professionalism, honesty, and integrity in all individual, business, and community interactions.

Strategic Goals Summary

Goal One: Provide quality literacy services and programs to the Buncombe County community within a framework that promotes social and racial equity.

Goal Two: Secure financial and in-kind support from a balance of sources to sustain a growing annual operating budget and build a reserve fund sufficient to cover six months of expenses.

Goal Three: Ensure internal structures and policies are in place to meet and exceed standards of integrity and excellence in nonprofit management.

Goal Four: Collaborate with community organizations and institutions to increase awareness of the critical importance of literacy and build partnerships to create and advocate for a more literate Buncombe County.

Goals, Objectives, and Strategies

Goal One: Provide quality literacy services and programs to the Buncombe County community within a framework that promotes social and racial equity.

Objective One: English for Speakers of Other Languages (ESOL). Train, match, and support volunteer tutors to provide ESOL to 250 students per year. Administer federally approved tests to document improvement of at least one grade level for 75% of students who receive more than 50 instructional hours.

Strategies:

1. Maximize tutor effectiveness and retention by offering an exemplary pre-service tutor training course and by providing ongoing support and professional development.
2. Prepare tutors to deliver effective instruction both in-person and through a variety of distance learning options.
3. Monitor student progress by administering annual CASAS testing and compiling program accountability data to document outcomes.
4. Explore feasibility of initiating a Youth ESOL program through interviews with key staff in Buncombe County and Asheville City Schools and community leaders.
5. Explore expansion of Workplace ESOL as an earned income stream at area businesses that employ non-English speakers.

Objective Two: Adult Literacy. Train, match and support volunteer tutors trained in Adult Literacy to provide services to 100 students per year. Administer federally approved tests to document improvement of at least one grade level for 75% of students who receive more than 50 instructional hours.

Strategies:

1. Train tutors in a phonics-based approach to learning, including scope and sequence; multi-sensory strategies; and techniques utilized by Wilson Reading Systems and Orton-Gillingham. Provide ongoing support and guidance.
2. Provide options for a variety of online and distance learning techniques as an alternative to in-person sessions, ensuring that a student's lack of access to technology or limited digital literacy skills do not prevent them from receiving quality instruction from LCBC.
3. Offer regular in-service trainings for tutors. Create opportunities for collaboration as a way to both improve skills, discuss mutual challenges, and encourage retention.
4. Monitor student progress by administering annual TABES testing and compiling program accountability data to document outcomes for grantors.
5. Cultivate a network of community organizations to collaborate on programs and referrals and to ensure support for student needs in addition to literacy.

Objective Three: Youth Literacy. Train, match and support volunteer tutors trained in Youth Literacy to provide services to 50 students per year in grades K-8. Administer pre- and post-testing in collaboration with the schools to document improvement of at least one grade level in reading for 75% of students who have participated regularly for at least one semester.

Strategies:

1. Train tutors in a phonics-based approach to learning, including scope and sequence; multi-sensory strategies; and techniques utilized by Wilson Reading Systems and Orton-Gillingham.
2. Prepare tutors to deliver effective instruction both in-person and through a variety of distance learning options.
3. Develop strong working relationship with Buncombe County and Asheville City Schools as primary partners with our Youth Literacy program.
4. Explore options for collaboration with other community organizations for after-school and/or summer programs as either an additional venue or a future alternative to school-based tutoring.
5. Explore other frameworks for program delivery, including involvement of high school students and/or use of stipends to attract tutors who may have financial barriers to volunteer.

Objective Four: Dolly Parton's Imagination Library. Continue to operate as the Buncombe County franchise for the national free book-gifting program sponsored by the Dolly Parton Foundation and enroll 4,000 eligible families.

Strategies:

1. Collaborate with Buncombe Partnership for Children for outreach efforts, with a target of families with limited resources who may not otherwise have many books in the home.

2. Manage enrollment of families and address changes for participants, with an emphasis on on-line enrollment.

Objective Five: Recruit, orient, and retain qualified volunteer tutors to fill the needs of each program area and for non-tutoring roles. Set annual recruitment goals with program staff and monitor progress throughout the year.

Strategies:

1. Develop and implement a plan to manage all aspects of Literacy Council communication with the public, including social media; the newsletter; website; promotional materials; advertising; and media releases.
2. Maximize outreach to current sources of tutors and target new sources, with a priority on volunteers from diverse communities and those with an interest in distance learning.
3. Collaborate across departments and with volunteers to create a “community of tutors” through in-services, volunteer-led discussions, social gatherings, and other activities to increase retention and promote a spirit of camaraderie towards the mission.

Objective Six: Digital Literacy. *New Area.* Implement a curriculum to incorporate digital literacy as an optional supplement to the curriculum for ESOL and Adult Literacy students and explore possibility of offering it to public as separate class.

Strategies:

1. Pilot a group class to test the Northstar curriculum using staff as facilitator
2. Replace obsolete computer lab equipment for in-person classes
3. Offer workshops for tutors on incorporating digital literacy into regular ESOL or Adult Literacy curriculum and/or for classes open to public.

Objective Seven: Family Literacy. *New Area.* Explore the feasibility of incorporating a family literacy approach to the delivery of services through an integration of current programs in ESOL, Adult Literacy, and Youth Literacy.

Strategies:

1. Research successful national models to determine if feasible to initiate, either within LCBC or in collaboration with community organizations with a shared vision.
2. Determine the implications for financial sustainability and possible funding sources.

Objective Eight: Health Literacy. *New Area.* Explore the feasibility of incorporating a health literacy component to LCBC programs in ESOL and Adult Literacy as a response to the fact that literacy is a lead social indicator of health status.

Strategies:

1. Research existing Health Literacy programs in Florida and Wisconsin Literacy Councils for insights on best practices, outcomes, and available curricula.
2. Explore local interest of health care providers and community organizations in collaboration and research funding options for financial sustainability.

Goal Two: Secure sufficient financial and in-kind resources from a balance of sources to fund a growing annual operating budget and build a reserve fund sufficient to cover six months of expenses.

Objective One: Prioritize individual and major donors as the primary source of unrestricted donations. Target individual giving at 40% of budgeted revenue.

Strategies:

1. Hold annual appreciation event for major donors to thank them for their support, engage them in the mission, and encourage them to continue to support our programs.
2. Connect with major donors throughout the year and determine which ones appreciate a phone call, a visit, an invitation to meet for coffee, an email update, and/or newsletters. Engage the Board in the outreach.
3. Promote monthly Literacy Tours hosted by Board members to introduce potential supporters to the critical importance of our mission and inspire them to become involved as donors and tutors. Follow
4. up with all who attend.
5. Implement a Spring, Fall, and Holiday appeal to individual donors by mail and email. Conduct prospect research to add to the mailing list and/or to extend personal invitations to the Literacy Tour.

Objective Two: Hold one major special event per year that engages donors in our mission and raises up to 20% of the annual budget in unrestricted funds. In addition to raising funds, this event will raise awareness of literacy issues and introduce the organization to potential new donors, board members, and tutors.

Strategies:

1. Build on current Authors for Literacy dinner as the signature event of the year with the addition of multimedia presentations of student and tutor testimonials and other opportunities to focus on the mission.
2. Solicit additional corporate sponsors to increase event revenue.
3. Add a live remote streaming option to widen the audience in normal times and cover the need for social distancing if an in-person event is not possible.
4. Enhance interactivity of the Fund-a-Need live auction feature.

Objective Three: Research and solicit foundation, corporate, and government grants to cover 40% of the operating and program budget.

Strategies:

1. Maximize use of a comprehensive grants management system to research funding opportunities, track submission and reporting dates, facilitate efficient grant writing, and track compliance with donor restrictions.
2. Initiate and/or maintain positive working relationship with funding partners and ensure additional communication when appropriate, such as annual reports, newsletters, or personalized updates on major changes or milestones.

Goal Three: Ensure internal structures are in place to meet and sustain standards of excellence in nonprofit management.

Objective One: Conduct annual review of legal compliance of all Literacy Council operations.

Strategies:

1. Complete document created by the NC Center for Nonprofits titled *Legal Compliance Checklist for NC Nonprofits* as the guide for the review.
2. Assign the Board governance committee to oversee the review, along with staff, and report any required follow up to the Executive Committee.

Objective Two: Maintain updated human resource policies that follow NC and federal labor law and promote a diverse workforce. Create a competitive benefit package and positive work environment designed to retain and motivate quality employees.

Strategies:

1. Conduct regular review of nonprofit salary and benefit surveys and set goals to standardize and upgrade the salary structure when indicated.
2. Review the benefit package and incorporate plan to upgrade as necessary, with health care coverage as first priority.
3. Provide access to annual racial and social equity training for staff, board, and volunteers. Ensure hiring and board recruitment practices encourage and promote a diverse workforce and governance structure.

Objective Three: Maintain high standards for financial accountability and transparency by meeting requirements for the Gold level of Guidestar and for Charity Navigator rating of 100%.

Objective Four: Conduct annual review of strategic plan to assess outcomes and develop targets for the next year. Revise as necessary to adapt to changing circumstances and/or to take advantage of new opportunities when appropriate and in line with the mission and core values.

Goal Four: Collaborate with community organizations and institutions to increase awareness of the critical importance of literacy and build partnerships to create and advocate for a more literate Buncombe County.

Strategies:

1. Develop a comprehensive communications plan to inform the community about issues related to literacy. Target specific audiences to include the media, government officials, nonprofit organizations, educational institutions, the business community, health care providers, and the general public.
2. Create a network of nonprofit, public, and educational organizations to collaborate on programming and services designed to increase literacy in Buncombe County and to advocate with public officials on related legislation.

RENAMING LCBC

Background of Process

Early on in the Strategic Planning process, there was discussion around whether to select a new name for the Literacy Council of Buncombe County. Actually, this is not a new issue for LCBC. The Board discussed it during the strategic planning process completed in 2012, but did not take action to change it at that time.

Reasons given to support a change include:

- It doesn't describe what we do
- The word "Council" is confusing—sounds more like an advisory group to County government
- It's outdated

Staff and Board members generated a list of possible new names. Staff sent a survey to tutors, newsletter subscribers, donors, staff, and the Board. The Board discussed the results at the June meeting and appointed a subcommittee (Aaron Dahlstrom, LuAnn Arena, and Cindy Threlkeld) to take the information to Kudzu PR firm for their input.

After the Kudzu consultation, the subcommittee narrowed the list to Literacy Partners and Literacy for Life. The Kudzu recommendation was for Literacy Partners. The Board and staff received a survey to vote on their preference. The vote was 14 to 2 for Literacy Partners.

The Executive Committee called a special session of the Board for July 16 to reach a formal conclusion. There was a legal quorum for the meeting, but since only 7 members were present, the decision was to continue to think about additional names to bring to the Board in August.

Recommendation for Final Vote: At the Executive Committee meeting on August 10, the committee requested that the Board consider the following names for a final vote on August 17:

- Literacy Partners
- Literacy Full Circle
- Literacy 360
- Literacy Partnership

Board Report
August 2020
Cindy Threlkeld

Executive Director—Cindy Threlkeld

- Two new hires started in August. Laura Bernhein is our new half-time Outreach and Communications Director and Tonya Johnson is our new half-time Youth Literacy Director. Rebecca Massey is now full-time in Adult Literacy. Laura and Tonya will attend the first portion of our Board meeting to introduce themselves, and we will carry a feature on both in our next newsletter.
- We ended the fiscal year on a positive note financially with a revenue surplus of \$36,391. The full financial report is included in your materials packet.
- New Board orientation was held on August 11 for Hanna Zachary and Mukunda Pacifici.
- The Strategic Plan has been reviewed and revised by the Executive Committee. The Statement of Core Values was developed by a sub-committee of Kevin Baxter, Laurie Chess, and the ED. The draft plan will be presented to the Board for comment at the August meeting. Final revisions will be incorporated and presented for approval at the September Board meeting.
- Rebranding: Discussion to select a new name for the Literacy Council will continue at the August meeting. Work with Kudzu Branding has been suspended until a name has been selected.

English for Speakers of Other Languages (ESOL)—Erin Sebelius

ESOL 2019-20 Final Stats

- # instructional hours – 9786 (12,274 FY 18-19)
- # tutors – 163
- # students served - 231

So far in 2020-21

- Completed two online/remote tutor training courses which graduated 11 new tutors
- Currently 103 students are meeting their tutors remotely
- All but 9 students have been pre-tested, currently scheduling those 9 for testing

Adult Literacy—Rebecca Massey (50% time)

End-of-the-year stats: 2019-20

- Total # instructional hours – 1707 (2079 FY 18-19)
- Total # tutors – 44
- Total # students – 45

Remote tutoring status:

- By the end of Q4 (2019-20), 15 pairs were active using remote tutoring
- A month and a half into Q1 (2020-21), we are up to 25 active pairs

Remote tutor training status:

- Redesigned AL tutor training course this summer with co-trainer Jim Brown
- 10 trainees attending remotely will complete the course Aug. 31

Pre-testing status:

- 16 active students have been tested
- 9 students still need to be tested

Youth Literacy: Rebecca Massey (50% time)/ August 11 Tonya Johnson

Youth Literacy End of Year Stats: 2019-2020

- # instructional hours: 731 (769 FY 18-19)
- # tutors - 34
- # students served – 42

- Tonya Johnson is the new Youth Literacy Director. She will work with consultant Jim Brown to develop the online curriculum for tutor training as her first priority.

Dolly Parton Imagination Library—Emily Spies/Laura Bernhein

- As of June 30, 2020 there were 3,044 families registered for books through DPIL. This was an increase of almost 50% from the previous fiscal year (2,038 families).

Development Report - LuAnn Arena

Best News: We ended the fiscal year with a surplus of \$36,391. Details for revenue are included in the financial report to the Board.

Grants

- **Applications Submitted and/or Approved:**
 - Submitted to ProLiteracy Mobile Learning Fund - \$3,000 in digital tools - 7/6/2020
 - Submitted to WNC Bridge Foundation - \$35,000 - Youth Literacy - 6/23/2020
 - Awarded \$10,000 from Glass Foundation - Youth Literacy
 - Awarded \$32,800 from Buncombe County Strategic Partnership Grant - Adult Literacy
 - Awarded \$20,000 from Sisters of Mercy - Youth Literacy
 - Submitted to Wish You Well Foundation - \$10,000 - Adult
- **Upcoming:**
 - TD Charitable Foundation - \$5,000 - COVID/Adult Literacy

Major Donors

- We will nominate Bonnie Habel Stone as outstanding philanthropist for AFP's National Philanthropy Day 2020.

Community Giving

- Applied and were accepted for Give! Local 2020. Malaprop's will partner with us on incentives again.

Success Story from Adult Literacy—Rebecca Massey

Email from Rebecca to tutor:

Hi Patti,

Sorry again for the delay grading Catherine's test. This time around we gave her a harder test (Level D) because the score on her last test (Level C) indicated that she was ready for that move upward. Typically, when students advance into a higher level test, they backslide a few points and that's all fine. However, Catherine scored 6 points higher on this test than the last one. And the biggest news is that she moved up to a whole new level of literacy! There are 6 levels of Adult Basic Education. She is now in Level 5. (See p. 7 [here](#) for a description of that level.) Very few of our AL students are at that level. It's a great accomplishment. Please tell her congratulations!!!!!!!!!!!!!! And you deserve at least half of the exclamation points in this email. Thank you SO MUCH for all your effort, insight, and devotion to her success.

*You guys are the best,
Rebecca*

Reponse from tutor:

Rebecca,

I am heartened to think you believe I've done a good job. I have made every effort to do that. Onward and upward. You need not thank me for helping Catherine. She is a consistent joy. Positive, determined and funny. She was determined to fight through the fears and embarrassment of her earlier educational experiences to find her good ending. I am delighted to be along for the ride. No one deserves it more.

Catherine was beside herself with joy when I called to give her the test results, and trust me, getting your note was also the highlight of my day. Sharing it with Catherine, Carla and John [her daughter and son-in-law] superb. They are so proud of her. We all are. Most importantly, she is proud of herself. That is priceless! Patti

Board Calendar Fiscal Year 2020/21

Month	Date/Time	Board Dates	Other Org. Dates
July	7/4		
	TBD	* Note: no Board meeting	Lit Changing Lives Tour
August	8/10 11 a.m.	Finance Committee	
	8/10 noon	Executive Committee	
	8/11 4 p.m.	New Board Orientation	
	8/17 4 p.m.	Board Meeting	
September	9/7		LCBC Closed: Labor Day
	9/14 11 a.m.	Finance Committee	
	9/14 noon	Executive Committee	
	9/21 4:00 p.m.	Board Meeting	
	TBD		Lit Changing Lives Tour
October	10/12: 11 a.m.	Finance Committee	
	10/12 noon	Executive Committee	
	10/26 4 p.m.	Board Meeting* *Please note this is the 4th Monday	Lit Changing Lives Tour
November	11/09 11:00	Finance Committee	Lit Changing Lives Tour
	11/09 noon	Executive Committee	
	11/16 4:00 p.m.	Board Meeting	
	11/26 and 27		LCBC Closed: Thanksgiving
December	No Board meetings		
	December 24 to January 1		LCBC Closed: Winter Holiday
Month	Date/Time	Board Dates	Other Org. Dates
January	1/11 11 a.m.	Finance Committee	
	1/11 noon	Executive Committee	
	1/25 4 p.m.	Board Meeting *Note this is the 4th Monday	
February	2/08 11 a.m.	Finance Committee	

Literacy Council of Buncombe County FY 20-21

	2/08 noon 2/15 4 to 7	Executive Committee BOARD RETREAT	
March	3/08 11:00 3/08 noon 3/15 4 p.m.	Finance Committee Executive Committee Board Meeting	Authors for Literacy Thursday March 11
April	4/05: 11 a.m. 4/05: noon 4/12: 4 p.m.	Finance Committee Executive Committee Board Meeting	
May	5/10: 11 a.m. 5/10: noon 5/17: 4p.m. May 24	Finance Committee Executive Committee Board Meeting	LCBC Closed: Memorial Day
June	6/14: 11 a.m. 6/14: noon 6/21: 4 p.m.	Finance Committee Executive Committee Board Meeting	