

**INTERNATIONAL LITERACY ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**Friday, October 20, 2017**

**8:30 a.m. ET**

**OPENING AND ATTENDANCE**

On October 20, 2017 at 9:01 a.m. ET, Board President Douglas Fisher called to order a meeting of the Board of Directors of the International Literacy Association, which was held at the Sheraton BWI in Linthicum Heights, Maryland.

Participating Board Directors in attendance were President of the Board, Douglas Fisher; Vice President of the Board, Bernadette Dwyer; Immediate Past President of the Board, William Teale; Board Directors Gwynne Ash, Cathy Collier, Beverley Harris, Rachel Karchmer-Klein, Stephanie Laird, Susan Paasch, Stephen Peters, Julia Reynolds, Jennifer Williams and Marcie Craig Post, Executive Director.

Staff in attendance included Linda Marston, designated Board Treasurer and Director Finance and Business Operations; and Christina Marconi, Recording Secretary.

**ACKNOWLEDGEMENTS**

The following items were acknowledged by the Board:

- Sale of Vacant Lot: *The Board of Directors of the International Literacy Association acknowledged that a resolution to accept the offer for sale of the vacant lot to Columbia Pacific Advisors, LLC was approved by all 12 board members via written consent on September 1, 2017.*
- July 13, 2017 Board Meeting Minutes: *The Board of Directors of the International Literacy Association acknowledged that the minutes of the July 13, 2017 Board meeting minutes were approved by all 12 Board members by written consent on August 22, 2017.*
- Literacy Research Panel: *The Board of Directors of the International Literacy Association acknowledged that a resolution to appoint Donna Ogle to the Literacy Research Panel was approved by all 12 Board members by written consent on August 10, 2017.*

**FINANCE & OPERATIONS**

L. Marston reported that on October 12, 2017, the Finance and Audit Committees met virtually. Belfint Lyons Shuman auditors presented the draft of the FY 2017 Audit.

ILA has received the highest audit rating possible: a clean, unmodified opinion. No audit adjustments were required nor any material weakness or deficiencies reported. Auditors did note two areas of opportunity to improve operational effectiveness, none of which affect the bottom line. The two areas are:

- Periodic review of fixed asset listing to remove fully depreciated items.
- Review the functional expense allocation for FILL ensuring more accurate classification of fund raising expense.

The Committee did approve the draft of the FY2017 audit as presented. L. Marston acknowledged the continued support of the auditors throughout the year and the efforts of ILA's accounting team in attaining clean, unmodified audit opinions for the past several years. A motion was made, seconded, and approved to approve the audit.

***Resolved:*** *The Board of Directors of the International Literacy Association approves the FY 2016-2017 audit as presented.*

It was noted that the actual investment support required for the year ending June 30, 2017 was \$2.6 million, which was \$200,000 under the budgeted amount and \$300,000 less than the prior year's support. The operating revenue did miss the budgeted target by \$259,000, but an expense savings of almost \$500,000 helped offset the revenue issue.

The August internal statements reflect normal activity for the first two months of the fiscal year in all areas except the annual conference. The Orlando conference, although a programmatic success, did miss its revenue target by \$580,000. The actual expenses offset this loss by a \$300,000 savings.

The research and selection process for a new association management system has concluded. Contract finalization is expected by the end of October with implementation set to begin in November. The Business Solutions team projects the new AMS will launch in June 2018.

Adam Conish, Glenmede Investment Advisor, made a report via conference call on the overall state of the investment markets and reviewed ILA's investment performance as of September 30, 2017. He stated that the market is in its third longest economic expansion of the past 100 years and remarked that while the data is positive and moving in the right direction, economic growth continues to be slow. Conish affirmed that ILA's investments are well diversified for these economic conditions, with its total assets of \$6.4 million invested within established guidelines while addressing ILA spending needs.

### **OUTGOING READING RESEARCH QUARTERLY EDITORS**

D. Fisher praised the efforts and contributions of outgoing *Reading Research Quarterly* editors Linda Gambrel and Susan Neuman, noting that letters of thanks will be sent to both. A motion to acknowledge the work of Linda Gambrel and Susan Neuman as outgoing editors was made, seconded, and approved.

***Resolved:*** *The Board of Directors of the International Literacy Association extends its sincere thanks to Linda Gambrel and Susan Neuman for their expertise and dedication to the profession and the Association as Editors of the Reading Research Quarterly.*

### **EXTENSION OF LITERACY RESEARCH PANEL CHAIR APPOINTMENT**

Diane Lapp was appointed as chair when the chair before her was unable to finish his term, and she has indicated interest in serving a full two-year term instead of just the balance of the previous chair's term.

M. Post stated that Dr. Lapp's service as chair has been very fruitful, and the Board was receptive to the idea of extending her term. A motion to extend Dr. Lapp's term was made and seconded. The President recused himself during the discussion and vote. The vote was taken and approved, with the President abstaining.

**Resolved:** *The Board of Directors of the International Literacy Association approves the appointment of Diane Lapp as Chair of the Literacy Research Panel for one additional year.*

## **ILA AWARDS**

The Nila Banton Smith Award has been merged with the Teacher as Researcher Award and renamed the Nila Banton Smith Teacher as Researcher Award. A motion was made, seconded, and approved to merge the awards and reallocate the funds to the new award.

**Resolved:** *The Board of Directors of the International Literacy Association approves the undesignation of the Teachers as Researcher Award funding for the purpose of reallocating the money toward the funding of other awards.*

## **GLOBAL TASK FORCE UPDATE**

B. Dwyer reported that the chairs of the Global Task Force (GTF) will schedule and host a series of virtual meetings across regional groupings for the purpose of a) gathering input on how to strengthen the partnership between the partner/affiliates and ILA, and b) to determine what education/literacy topics or issues are most pressing and how ILA can most impactfully support their efforts in addressing them. The focus questions being used for the webinar series have been developed by the chairs of the GTF, and the goal is to have all the webinars scheduled and completed by the end of January 2018.

B. Dwyer stated that, moving forward, the GTF chairs will prepare an informational communication for partners and affiliates, inviting each to take part by participating in calendar polls. Following the regional webinars, the GTF will prepare and distribute a summary of the discussions and redistribute to participants, regional chairs, Frankfurt delegates, and affiliates for review.

## **ILA WEST: MARCH 16-17, 2018 IN SAN DIEGO, CA**

In addition to the annual convention to be held in Austin, TX in July 2018, ILA will host a regional event in San Diego on March 16 and 17, 2017. The event is targeted to 750 people interested in equity and literacy. Marketing plans are underway and the program is under development. We will learn from this event about possibilities for future regional events and the systems that need to be in place to ensure their success.

## **CLOSING & ADJOURNMENT**

The meeting was adjourned at 9:28 a.m.

**NEXT MEETING OF THE BOARD OF DIRECTORS  
MARCH 15, 2018 - SAN DIEGO, CA**