

December 11, 2019, 1:00 P.M. EST

On Wednesday, December 11, 2019 at 1:05 P.M. EST, President of the Board, Kathy Headley called a Special Meeting of the International Literacy Association Board of Directors to order via Zoom meeting virtual platform.

Board members present included Kathy Headley, Vice President of the Board, Stephen Peters, Immediate Past President of the Board, Bernadette Dwyer, and Board members Juli-Anne Benjamin, Wendy Carss, Rachel Gabriel, Beverly Harris, Kenneth Kunz, Susan Paasch, Laurie Sharp, and ex-officio members, Marcie Craig Post. Board members absent from the meeting included Kia Brown-Dudley and Julia Reynolds. Staff in attendance included Deborah Harris and Valerie Sumner.

Finance

D. Harris reported on financial statements from October, 2019. Membership, journals and the annual conference all posted decreases in revenue against budget.

Expenses and revenue from the 2019 Annual Conference were also reviewed. It was reported that there was a net loss of \$349,000 due to: (a) missed revenue goals by \$565,000 registration lower by \$395,000; exhibits lower by \$133K; sponsorship revenue under budget by \$37K,000 (b) changes to the sales tax law in Louisiana that required ILA to pay \$50,000 in sales tax when normally as a non-profit we are exempt from paying sales tax. (c) hotel attrition charges for unmet room night requirements (lower attendance means fewer room nights) (d) and a payment to the registration company due to contract requirements. Prior to this year, ILA received registration services at no cost out-of-pocket. A new contract required that ILA now pay for the registration service, which resulted in \$84,000 additional expense. ILA is using all of this information to plan future conference events.

Information was reported in regard to targeted projects that were being implemented to raise additional \$250,000 for FY19-20. These included: (a) HBCU partnerships, (b) Booksource book bundles, (c) financial literacy program from Huntington Bank, (d) partnership with Nemours for health literacy program, (e) donation from ProWritingAid from Black Friday sales, and (f) initiatives to work with companies outside of ILA's industry.

M. Post reported that ILA has adjusted the health insurance plan to reduce expenses. ILA will now contribute a set amount to each employee and will longer pay total cost for health benefits. The Finance Committee reviewed current financial documents and requested a cost-of-living adjustment for ILA staff members. This 3% recommended raise would help to offset the recent changes to ILA's health insurance and the planned reduction in ILA contribution to retirement. expenses and promote morale among highly valued employees. The Board was in full support with this recommendation.

REPORT OF BOARD COMMITTEES 19-20

S. Paasch reported that the Governance Committee has updated the handbook. In addition, the committee reviewed the information regarding changing of terms and has decided not to make any changes at this time. They will review recommendations from the Nominating Committee following closure of its work.

K. Headley reported that the Executive Director will update her progress against the goals by the end of January and the committee will meet end of February to review and discuss the progress.

W. Carss reported that the Global Committee met early January and finalized a notice that will go to regions notifying them of changes to the process for getting funds. The statement is scheduled to go out the first week of February. To be eligible to receive funding, regions will now have to submit proposal for funds, that include budgets for how the money will be spent. At the next meeting, the committee is set to discuss hosting Zoom meetings with regions to gather information that we hope will identify issues that we can co-problem solve.

B. Dwyer reported that orientation for the Nominating Committee will be held in early January prior to the committee commencing its work.

Annual Conference

V. Sumner provide a conference and program update on behalf of the Program Committee. The theme for the 2020 Annual Conference is "Shaping the Future of Literacy: Vision 2020". The request for proposals has closed and there are a great number of submissions received. It was reported that a demographic information document was sent out to the Board about previous conferences to demonstrate patterns and trends. Analyzing these data will help with future conference planning. ILA will be increasing the number of sessions accepted for the conference, while still focusing on accepting quality sessions.

Other Business

M. Post reviewed a revised organizational chart that was distributed to the board. The chart has been updated to reflect changes in operation, especially areas of where overhead is represented, so that the goal of efficient staffing and reduction in compensation resources can be achieved.

S. Peters moved to go into Executive Session at 2:12 PM ET. K. Kunz seconded the motion.

B. Dwyer moved to end Executive Session ended at 2:54 PM ET. L. Sharp seconded the motion.

S. Peters moved to adjourn the Board meeting at 2:55 PM ET. S. Paasch seconded the motion. Meeting was adjourned at 2:55