

**Literacy Achieves Board of Directors
Meeting Minutes
May 4, 2022**

Members Present:

- | | | |
|--|-------------------|--------------------|
| ✓ Barry McNeil,
President | ○ Byron Harris | ○ Megan Nicholson |
| ✓ Barbra Applebaum,
Vice President | ✓ Linda Humphries | ✓ Femi Omonije |
| ✓ Mayela Trespalacios,
Secretary | ✓ Frank Lloyd | ✓ Nancy Rivin |
| ✓ Chuck Gall,
Treasurer | ○ Ellen Marks | ○ Joyce Roth |
| ○ Shelton Hopkins,
Immediate Past President | ✓ Beth Maultsby | ○ Francis Ryburn |
| ✓ Janie Autz | ✓ Amy Merrill | ✓ Daniel Simon Jr. |
| ✓ Alexandra Bacalao | ✓ Jim Meyer | ✓ Kate Watson |
| ✓ Christopher Casner | ○ Ryan Mitchell | ✓ Ruth Villalonga |
| ○ Carole Cohen | ✓ Gwen Moore | ○ Jabeen Zaidi |
| ✓ Myra Fischel | ○ Jeff Morales | |

✓ Attended

○ Absent

Attendance - Non-Voting Members:

- | | |
|---------------------------------|--|
| ✓ Sarah Papert, Ex Officio, CEO | ✓ Kristin Brown, Ex Officio, JLD (2021-22) |
| ✓ Lindsey Brooksher (2022-23) | |

Attendance - Staff:

- ✓ LaTress Peoples, Talent & Resource Mgr.

Percentage Attendance: 66% attendance or 19 of 29 Voting members

Call to Order:

The meeting was called to order at 6:45 pm by Barry McNeil, President. The meeting was held in person at the Preston Hollow Presbyterian Church.

Approval of February and March 2022 Minutes:

Barry asked for a motion to approve the minutes. Chris Casner approved and Femi seconded it.

Summary Financial Information:

Chris Casner provided an overview of the 5-year historical financial information and confirmed revenue increased by 7.3% and expenses grew by 3.6%. When looking at revenue distribution, we saw grants

account for 51% of revenue and they are growing 5.9% annually. Sarah added that revenue categories have been very consistent year over year demonstrating stability over the years, which is a very good thing for the organization. When looking at expense distribution, we also see each category stay consistent. Chris stated we have a very healthy percentage of program services expenses, with United Way requesting a minimum of 70% and Literacy Achieves being at 81% without including in-kind.

Chris explained that we need to have an additional conversation of how to manage cash reserves in the future in order to identify the right amount, so that we don't have too little or too much.

Chuck Gall reviewed the statement of Financial Activity for the period ending March 31, 2022, where we saw a 142% decrease in net revenue compared to the prior year. He explained this is not overly concerning since we saw a spike in revenue in 2021 due to Covid, the Winter Storm, and the timing of a 2-year gift from an anonymous donor. The numbers are within the expected budget range. We continue to be in a position of financial strength.

Sarah confirmed that this year the organization planned for a deficit budget. She confirmed that outside of the unforeseen expense of the agency search firm we should be on target. By June meeting, we should expect the revenue decrease to swift back up.

Nominating Committee:

Linda Humphries provided an update of the nominating committee and she talked about how we had an extraordinary group of applicants this year from very diverse backgrounds, ages and very impressive qualifications. Linda shared the qualifications of the 7 candidates nominated to join the board and opened the floor for questions. Candidates are listed below:

- Alex Horn, nominated by Nancy Rivin
- Andrea Glispie, nominated by Sarah Paper
- Ashu Balima, nominated Barry McNeil
- Bob Warren, nominated by Linda Humphries
- Carey Lawrence, nominated by Jabeen Zaidi
- Nancy Thursby, nominated by Gwen Moore
- Rob Taylor, nominated by Amy Merrill

The board did not have questions and was extremely impressed by the qualifications of the nominees. Mayra Fischel moved to approve the candidates to the board and Femi Omonije seconded. The board unanimously approved the candidates above. New members will all be invited to attend the June meeting to get to know everybody.

Search Committee:

Victory Search group was hired to support the search of a new CEO. Their services have a cost of \$47K which will be paid in three installments. Barry expressed that the committee is very pleased with the selection of the firm, but also commented that overall this search has taken more time from the search committee than expected. Chuck Gall asked for clarification on why it has taken more time than expected and Barry explained that the discovery process of the initial kick off call with the firm interviewing the committee, then interviewing other stakeholders at Literacy Achieves and writing multiple revisions of the position's specification has taken time. Over the next three weeks the firm will be talking to potential candidates and brining a pool of qualified people to the search committee to start the interviewing process.

If you have any potential candidates that should be considered, please share their names with Barbra Applebaum. Daniel Simon asked if Sarah is supporting the search efforts. Sarah confirmed she is not

directly involved in the search committee, but she has talked to the agency as well as has stayed informed by Colleen.

In June, the committee will start the interview process where the committee. The CEO's position description and corresponding qualifications will be posted shortly. Nancy Rivin asked if the firm committed to a specific number of candidates to present to the search committee, and Barry confirmed that even if there is no specific number commitment, they are a very reputable firm in Dallas and they are committed to finding, screening and presenting back to the committee.

Barry also discussed the potential salary range for the new candidate, and how the organization needs to consider a higher salary (ranging \$110-\$140K) to be on-market. If additional expenses are needed such as relocation expenses, those will be brought to the board to make a decision.

Sarah is very content with this process and the current shape of the organization.

New Board Officers:

Barry announced the board officers for 2022-2023.

- Barbara Applebaum, President
- Joyce Roth, Vice President
- Chris Casner, Treasurer
- Kate Watson, Secretary
- Barry McNeil, Immediate Past President

Chuck Gall approved the motion and the board approved.

Barbra Applebaum also invited the board to a Literacy Achieves party on June 7th at El Phoenix downtown, to celebrate Sarah's tenure and Literacy Achieves.

Diversity and Inclusion:

Frank Lloyd shared an update about the recent launch of the podcast. "When I got Here- Untold Immigrant Stories" is officially live! It launched on May 3rd, and you can find it Apple, Spotify, Google etc. Don't forget to check it out! The first episode shares the story of Ruben and Alina Esquivel.

To continue gathering immigrant stories and sustain engagement, the Literacy Achieves website also has a link inviting people to share their story. Frank also asked the board to help spread the word by sharing it with your circle, social media, share your experience as a listener, and recommend immigrants for future podcasts.

Wings of Spring Update:

Sarah shared an update on behalf of Jabeen since she's still recovering from Covid and apologized for not being able to attend. At the event, we had more than 350 attendees, 156 individual sponsors, 7 corporate sponsors and 51 donors.

As of May 4th we had topline revenue of \$450,000 and a net revenue to \$360,000. Mayra shared her appreciation for how the team did a fantastic job adjusting to the unexpected weather.

Program Updates:

Sarah provided an update of the Adult Program.

- We had 599 adult students enrolled.

- We'll be offering Summer Night Classes from May 10-June 30th (8 weeks), all online. There is still 1 volunteer opening.
- We still have a couple of volunteer positions open so please feel spread the word. Contact LaTress Peoples at volunteer@LiteracyAchieves.org to sign up.

We also saw fantastic numbers by looking at a 5-year workforce analysis. For example, students improving 2 or more ESL levels saw an average wage increase of \$7.39.

On May 14th, Literacy Achieves will host a Student Recognition from 11AM to 1PM, the board is welcome to join the celebration and RSVP to Pam Fields Pfields@LiteracyAchieves.org

Grant Updates:

Sarah also shared an update for grants, with \$253K grants awarded for 2022 to 2023 and we have \$1.4M pending.

Closing Remarks:

Sarah reminded everyone the next board meeting will be held June 21st. Sarah also thanked Kristin Brown for serving as our Junior League Liaison this past year and welcomed Lindsey Brooksher, who will be our Liaison for the coming year.

Barry thanked the board and reiterated this has been an extraordinary year where we have learned a lot. We have a broader mindset, with a better understanding of other services out there that we need to continue to consider how to drive our mission forward. This is a great time to continue thinking about where we want to be and how we want to continue growing this organization.

Barbra also asked the board to not hesitate to reach out with any questions, and always welcomes any questions and feedback.

Barry closed out the meeting.

Respectfully Submitted,

Mayela Trespalacios
Secretary