

## WELCOME MINUTES

22 August 2006

Kingman Campus Library, Room 200K

Members Present: Carol Leatherwood, Debbie Burnham-Kidwell, Holly Tucker, Christine Lupien, Claudia Timmann, Roger Ueda; Guest: Cathy Stubblefield

Disposition of the Agenda: No additional items to add.

Minutes of 23 May 2006 : Approved as written.

Financial Report: Roger Ueda presented the financial report from 27 April 2006 to 01 August 2006. The report showed a balance from 01 May of \$1924.03. Total donations amounted to \$1200. An additional amount of \$725 donated by other organizations was received through Carol Leatherwood and Debbie Burnham-Kidwell. The report was accepted as presented.

Web Site Status Report: Carol requested volunteers to keep an eye on the website making sure that the information is kept current. She was the contact person previously, working with the web manager. Carol asked Holly to review the website and offer feedback. Holly graciously accepted the position of 'web coordinator' and Christine Lupien will assist.

### Suggestions:

- Tucker asked if WELCOME could be linked from other webpages/sites.
- On the website 'Foundation Studies' needs to be changed to 'Pre-College Studies.'
- Email addresses need to be added to Christine Lupien & Mary Cheney's names on the 'Who' page in the website
- Board officers should be listed on the site as well (names & organizations which they represent—no emails)
- Send a courtesy email to other board members letting them know their names will be added to the site along with their affiliation
- Add 'MCC Library' under 'Partners'
- Holly Tucker will send suggestions for the website to Roger Ueda

### Old Business

#### Fundraising Report:

Debbie reported that \$725 was raised and that C. Whitefield will send thank you notes to donors. This phrase could be included in the note: "please include the WELCOME link on your website." Many times donors want their money to be used in specific areas of Mohave County. Next time when letters go out a WELCOME brochure will be included. In the previous mailing there were no repeat donors, all were new. Quite a few donation requests were

returned with the wrong address. It was suggested to acknowledge on the website the current donors.

Mohave County Fair 2006:

Barbara Freitas has not resigned from the committee. She is the lead on this, which is an ongoing project because it is difficult to get a booth.

PowerPoint Presentation Project & Speaking Circuit:

Robert Shupe wanted to start a speakers' bureau and felt that in order to market itself and to request donations, WELCOME needed to create a presentation for groups. This presentation would explain the objectives and goals of WELCOME and be used as a marketing tool for funds. C. Timmann will send the presentation to the board for feedback. After approval the presentation will be saved to a memory stick and a CD for easy transport.

Flash Drives/Memory Sticks:

One a piece will go to the president, Carol Leatherwood and the secretary, C. Whitefield.

Giftbags Update:

Christine Lupien had nothing to report.

WELCOME Brochure:

Carol passed out brochures to the Board. 750 were produced overall. They are to be placed in the public information packets and will be sent to the Tribal Council as well. Carol will contact Barbara Riggs about being a member of WELCOME.

Mohave County Literacy Conference Grant Update:

Debbie, C. Whitfield & C. Lupien worked on this. The conference will be 2-3 March 2007 in Lake Havasu City. The plan is to distribute awards to key people involved with literacy. Nominations are due in January and the awards will be handed out at the conference. Judging criteria has not yet been established, but the group is thinking of representation from all areas of the county. The nominee will nominate from one of the categories listed on the form. C. Whitefield plans to make handmade award certificates with funds from the LSTA. Robert Shupe is to look into this. No more than 20 awards will be given. Cathy Stubblefield volunteered to contract a company to print programs with photos of the nominees & a blurb listing their accomplishments. WELCOME will have a booth at the literacy conference. All campuses will host the fair on the same night. In terms of cost: 2 booths-\$420; stamps-\$18 (100 stamps/box). Cathy Stubblefield volunteered to look at costs. This is needed by 02 March 2007. The Board approved that WELCOME purchase the necessary bookmarks for the conference. Debbie will order 3 more sets.

Bylaws Update:

Karen Leahy is working on updating the bylaws. She will add that when a member moves away they are automatically dropped from the Board. Carol will request a resignation letter from Bruce Carter. C. Whitefield will continue to be Secretary although she currently cannot make meetings because of work. Roger suggested that the duty of secretary be passed around each meeting, everyone having a chance to do the minutes, for example. The Board needs to have a rep at literacy groups in each area. More participation from the literacy groups in Mohave County was voiced.

#### New Business

Proliteracy Information: Carol handed a few promotional items for literacy, which can also be used at the booth during the conference. Cathy S. was appointed to Bruce's position on the Board. This will be a one year term.

#### Reports from Literacy Councils:

Lake Havasu City—C. Lupien reported that tutor training was done in June—only 3 participants. None were ready to take a student, but will be ready in the fall. Training in October is planned for several prospects. At the end of June 47 students were placed with 27 tutors. Thirty-seven of the ESL students are native Spanish speakers. One of the Rotary Clubs donated \$100. \$2500 was requested from United Way and received. Wal-Mart donated \$1750. Bashas also gave an award of \$225 for participation in the 'Thanks a Million' program. Ford gave a 2 year donation of \$1000. At the jewelry fundraiser \$95 was generated. The council plans to participate in the 'United Way Campaign Kick-Off' in September with a game booth in which prizes will be given out to contestants. Hastings' annual check will arrive sometime in September and a photo will go in the newspaper. Lupien plans to meet with the mayor to sign the proclamation for 'Celebrate Literacy Month-September.'

#### Roundtable

- Carol announced that the Proliteracy worldwide conference is 7 October in Atlanta, GA
- Cathy S. suggested that Mohave Co-op on the bills and can contribute \$1 every month. WELCOME can send a fundraising letter and a grant can be applied for through this entity.
- Robert Shupe is over all the Mohave County librarians as Public Services Director
- Mary Cannon-James is WELCOME's public relations officer
- Next Meeting will be held in Lake Havasu on 21 November from 9.30-12.00pm. Carol will check with Mary Cannon-James about use of Hodel Library.

Adjournment