

**INTERNATIONAL LITERACY ASSOCIATION
SPECIAL MEETING OF THE BOARD OF DIRECTORS
JUNE 20, 2018, 12:00 P.M. EDT**

OPENING AND ATTENDANCE

On June 20, at 12:00 p.m. EDT, Board President Doug Fisher called to order a special meeting of the Board of Directors of the International Literacy Association, which was held via video conference.

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

Staff in attendance included Linda Marston, designated Board Treasurer and Director of Finance and Business Operations and Wendy Logan, Recording Secretary.

ACKNOWLEDGEMENTS

The following items were acknowledged by the Board.

- **March 15, 2018 Board Meeting Minutes:** *Be it resolved that the Board of Directors of the International Literacy Association acknowledges approval of the March 15, 2018 minutes approved April 27, 2018 by written consent.*
- **Lease of 800 Barksdale Road:** *Be it resolved that the Board of Directors of the International Literacy Association acknowledges approval of the lease of 800 Barksdale Road, Newark, Delaware to the University of Delaware approved June 4, 2018 by written consent.*
- **Lease of 258 Chapman Road by ILA:** *Be it resolved that the Board of Directors of the International Literacy Association acknowledges approval of the lease of 258 Chapman Road, Newark, Delaware by ILA approved June 4, 2018 by written consent.*

ILA 2018–2019 BUDGET

L. Marston stated that, as continuously reported, ILA major revenue sources are following the trends of many membership associations and trending downward. Despite cutting over \$4M in expenses over the last five years, revenue declines are pacing at a higher rate of over \$5M during the same period. In response, ILA staff have and will continue to closely analyze revenue trends, reduce expenses, and adjust operations. There are a number of new programs that are in development or have been recently launched, as well as other factors that improve ILA's upcoming financial picture for the FY 18-19.

The proposed FY 2018–2019 budget is an effort to support a strategy designed to create and develop innovative programs and services that generate new revenue, while continuing to provide the same high-quality conference, journal content, and membership experience for which ILA is known. With a proposed draw of \$1.79 million from reserves (a \$191,000 reduction from last year's budget), ILA reduces the support from investments, while at the same time, adding new programs and services and continuing all

current programs. Any further cuts to the budget would be in compensation and would require limiting or more likely, the elimination of new program development and launch.

After discussion about ways to further reduce the drawdown, a motion was made, seconded, and approved, directing ILA management to revise the FY 2018–2019 Budget Proposal to reflect a draw from investment savings of no more than \$1.5 million in support of the Operating Budget.

The Board of Directors of the International Literacy Association approves the motion directing ILA management to provide a revised FY 2018–2019 budget with a maximum drawdown of \$1.5 million.

ADJOURNMENT

Being that there was no further business, the meeting was adjourned at 2:30 p.m. EDT.

**NEXT MEETING OF THE BOARD OF DIRECTORS
June 28, 2018, 10:00 AM – Virtual Meeting**