

**ILA BOARD OF DIRECTORS MEETING**  
**Monday, February 26, 2019, 9:00 a.m. ET**  
**The Ellis Hotel, Stoddard A**  
**Atlanta, GA**

**OPENING AND ATTENDANCE**

On February 26, 2019, at 9:00 a.m. EST, 2018–2019 Board President Bernadette Dwyer called to order a meeting of the Board of Directors of the International Literacy Association, which was held at The Ellis Hotel in Atlanta, Georgia.

Board Directors in attendance were 2018–2019 President of the Board, Bernadette Dwyer; Vice President, Kathy Headley; Board of Directors Juli-Anne Benjamin, Wendy Carss, Beverley Harris, Kenneth Kunz, Susan Paasch, Julia Reynolds, and Jennifer Williams; and Executive Director, Marcie Craig Post. Stephanie Laird was in attendance via conference call.

Absent were Immediate Past President, Doug Fisher and Stephen Peters.

Staff in attendance included Debbie Harris, Director of Finance and Wendy Logan, Recording Secretary.

**APPROVAL OF MINUTES FROM OCTOBER 26, 2018**

The minutes from the Board of Directors meeting held on October 26, 2018 in Philadelphia, PA were presented. B. Dwyer noted a correction to the October minutes in that S. Paasch rather than S. Laird made the motion for approval of the July 19, 2018 minutes. J. Williams motioned to approve the minutes with this correction and the motion was seconded by W. Carss. The motion was unanimously approved.

***RESOLVED:** The Board of Directors of the International Literacy Association approves the minutes of the Board meeting held on October 26, 2018 in Philadelphia, PA.*

**APPROVAL OF ILA NOMINATING COMMITTEE RECOMMENDATIONS**

2019 Nominating Committee member and Executive Director, M. Post, advised that there were a good number of applications, and that the committee selected nine candidates to interview for at-large members and two for vice president. She noted the dedication and integrity of the Nominating Committee members and commended and thanked them for their work. Interview questions were revised this year and will be further reviewed to improve for next year. W. Logan provided the list of interviewees as well as the next steps in the election process, after which updates to the requirements of committee members was discussed. M. Post noted that this year's process was focused on candidates with research background in effort to balance the board expertise between professionals with primary research background and those with primary practice background.

The Board discussed new Board member orientation and ways to create a smooth transition for incoming members. The Board discussed hosting virtual orientation sessions leading up to the board meeting at the Annual Conference. Also discussed was to reintroduce a mentorship program for new board members.

After discussion, S. Paasch motioned to approve the recommendations of the ILA Nominating Committee for the 2019 election ballot. J. Williams seconded, and the motion was approved unanimously

**RESOLVED:** *The Board of Directors of the International Literacy Association approves the recommendations of the ILA Nominating Committee for the 2019 election ballot.*

## **FINANCE REPORT**

D. Harris discussed the 2018 Financial Analysis, which was presented to the Finance Committee on February 7, 2019. She advised that the Finance Department has worked to enhance the financial statements presented to the Board with added explanations to clarify differences that may appear—the goal being to continue to enhance the statements so that the information being presented can be easily read and understood.

D. Harris advised that there were no format changes made to the Statement of Financial Position and reported that cash was low at the end of December 2018. She noted that this was anticipated due to the fiscal timing of the ILA 2019 Conference and the reporting of expenditures for ILA 2019 prior to the open of conference registration when incoming revenue is expected. Though the line of credit was approved for this type of circumstance, there was no draw from the credit line, which will be used conservatively and is being managed well.

D. Harris advised that she worked with our auditors, Belfint, Lyons, & Shuman, on how to best represent information on the Statement of Activity to the Board. Operating expenses were originally grouped with the program expenses. The new format was suggested by the auditors to show program activities separate from general support service activities (operating fund only). This will allow Board members to view the programs separately to see how they are performing individually and help facilitate informed decisions.

K. Headley noted the importance of this distinction as the information is more easily identifiable when the information is broken out of the general overhead fund. This allows the Board to see how different activities are doing and where these activities can be compared year to year and what changes have taken place.

## **REAL ESTATE UPDATE**

### **Lease of Building**

D. Harris reported that the University of Delaware has completed renovations on 800 Barksdale Road and are now occupy the building. The building is still for sale and a new listing has been signed. The building can be sold as long as the lease terms with the university are honored (three-year lease with two options to renew and renegotiation thereafter). The original listing was for \$3 M; the new listing was approved for \$3.6 M.

M. Post stated that it is important to note in that although there were initial expenditures to bring the building up to specification, these expenditures resulted in a greater building value, will make the building more attractive to prospective buyers, and could yield greater net cash at the point of sale.

### **Sale of Land**

D. Harris reported that there has been a contract on the land for slightly more than a year. The buyers have exhausted all 10 extensions but have requested 1 additional option to extend an

additional month. If they choose to extend they will have settlement on or before May 5, 2019. The planning committee for the city of Newark has approved the plan with suggestions, and the process is moving forward.

## **MANAGEMENT REPORT HIGHLIGHTS**

### **Children's Rights to Read (CRTR)**

M. Post reported that the Association of Middle Level Educators is signing on to CRTR and a call is scheduled to discuss plans for a supporting joint program with them. Stanley Black & Decker also signed on as our first primary corporation, and we will be in communication with them to discuss a strategy to push out the information about CRTR. As part of the original plan, we are partnering with corporations as their communication and marketing capabilities are far greater than that of the Association.

Current promotion includes a one-sheet PDF of the rights available in eight languages on the ILA website and continued media coverage. The campaign is evolving and a sister document, *Children's Rights to Excellent Literacy Instruction*, will be released for conference in the fall. A manual is also in development, which will involve input from a variety of people—educators, parents, libraries, and others. The team is beginning to conceptualize, and M. Post mentioned that the campaign could benefit from a CRTR Committee for input, promotion, sponsorship, and outreach ideas.

A network activation kit is being developed as a tool for use by Chapters, corporations, or organizations/associations.

### **NetForum Integration**

M. Post reported that following the migration and implementation of the new AMS, staff are adjusting to the new system and the use of the new capabilities is being discussed, including the ability to initiate a full registration process for events for a more streamlined process. This is currently being used for the Intensives for registration, proposal submission, and proposal review.

A process has been created to couple the purchase of SIG membership with organization membership and, with a few variances, may be a good management system for Chapters moving forward.

### **Committee on Education Learning and Literacy Presentation**

M. Post reported that a presentation at the UN for the NGO Committee on Education Learning and Literacy (STG #4) was well received, and that as a result of this presentation, ILA has been invited to become a member of the committee. The opportunity is being reviewed as a possible way to engage in relationship to UN efforts, since ILA is an approved UN NGO.

## **ADJOURNMENT**

Being that there was no new business, B. Dwyer thanked the Board and staff for their time and effort and adjourned the meeting at 11:03 a.m. ET.

**NEXT MEETING OF THE BOARD OF DIRECTORS**

**June 19–20, 2019, 9:00 AM**

**Santa Fe Station Hotel and Casino**

**Las Vegas, NV**