

**June 5, 2020;1:30 p.m.–5:00 p.m. EDT
VIA ZOOM**

On Friday, June 5, 2020, at 3:12 p.m. EDT, President of the Board Kathy N. Headley called the regular meeting of the International Literacy Association Board of Directors to order via Zoom meeting virtual platform.

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

Kathy Headley moved that the agenda be amended to include discussion of two additional items under #6 Report of Committees: review the work of the Ethics Task Force of 2018 and report from the Evaluation Committee. Kia Brown-Dudley seconded the motion, which was unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association approves the addition of reports from the Ethics Task Force and the Evaluation Committee.*

Kathy Headley presented for approval the minutes from the regular meeting of the Board held on March 27, 2020, and resolutions presented to the Board. Stephen Peters motioned to approve the items as presented and Laurie Sharp seconded. Unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association approves the minutes of the regular meeting of March 27, 2020, and the special approval of resolutions held on December 11, 2019, January 27, 2020, and February 17, 2020.*

Kathy Headley acknowledged for the record resolutions presented to the Board via email and approved by the Board by written consent. On April 8, 2020, the Board of Directors approved a motion made by Kia Brown-Dudley and seconded by Kenneth Kunz to approve an increase to the line of credit by \$500,000.

RESOLVED: *The Board of Directors of the International Literacy Association approves an increase of the line of credit of \$500,000.*

On May 4, 2020, the Board of Directors approved a motion made by Rachael Gabriel and seconded by Susan Paasch to transition the annual conference, scheduled to be held in Columbus, Ohio, in October, to digital events.

RESOLVED: *The Board of Directors of the International Literacy Association approves the transition of the annual conference to be held in Columbus, Ohio, to digital events.*

Bernadette Dwyer presented the results and moved to ratify the 2020 election of members to the ILA Board of Directors for ratification. Wendy Carss seconded the motion. Unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association ratifies the results of the ILA 2020 Board Election of director members and vice president as follows:*

- i. Vice President: Rob Tierney*
- ii. At-Large: Danielle V. Dennis, Annette M. Kiberu, J. Helen Perkins*

Kathy Headley led the Board in congratulating the newly elected members to the Board and also expressed the Board's sincere appreciation to Bernadette Dwyer, members of the Nominating Committee and staff member Angela Rivell who provided administrative support to the committee and the nomination process.

Appointment of Editors for *The Reading Teacher* and the *Journal of Adolescent & Adult Literacy* – Kathy Headley

Recommendations for assignment of new editing teams submitted by *The Reading Teacher* Editor Search Committee (Rita M. Bean) and the *Journal of Adolescent & Adult Literacy* (Misty Sailors) were reviewed.

Laurie Sharp motioned to approve the recommendation for appointment of new editors to *The Reading Teacher*. Bernadette Dwyer seconded the motion. The motion was unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association approves recommendations from the Editor Search Committee for The Reading Teacher to appoint Drs. Tanya Wright, Patricia Edwards, Laura Tortorelli, Lucía Cárdenas Curiel, and Shireen Al-Adeimi of Michigan State University to serve as coeditors of The Reading Teacher for three (3) volume years from July 1, 2020, to June 30, 2024.*

Susan Paasch motioned to approve the recommendation for appointment of new editors to the *Journal of Adolescent & Adult Literacy*. Juli-Anne Benjamin seconded the motion. The motion was unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association approves recommendations from the Editor Search Committee for the Journal of Adolescent & Adult Literacy to appoint Drs. Judith Franzak, Laurie Henry, Koomi Kim, Heather Porter, and Thea Williamson of Salisbury University to serve as coeditors of the Journal of Adolescent & Adult Literacy for three (3) volume years from July 1, 2020, to June 30, 2024.*

The Board also acknowledged with gratitude and deep appreciation the hard work of these two committees, which yielded such outstanding results.

Editor Search Committee for *The Reading Teacher*:

Chair, Rita M. Bean, University of Pittsburgh

Stergios Botzakis, University of Tennessee, Knoxville

Jennifer Graff, University of Georgia

J. Helen Perkins, University of Memphis

Stephanie Shelton, University of Alabama

D. Ray Reutzell, University of Wyoming

Kay Stahl, New York University

Doris Walker-Dalhouse, Marquette University

David B. Yaden, University of Arizona

Editor Search Committee for the *Journal of Adolescent & Adult Literacy*:

Chair, Misty Sailors

Jill Castek, University of Arizona

Zhihui Fang, University of Florida

Frances Gonzalez-Garcia, Trinity Elite Education & Co., San Antonio, TX

Carol Hryniuk-Adamov, Certified Reading Clinician, Manitoba, CA

Linda Kucan, University of Pittsburgh

Michael Manderino, Northern Illinois University

Charline Barnes Rowland, Literacy Specialist (former ILA Board member)

Cynthia Shanahan, University of Illinois, Chicago

Vaughn W.M. Watson, Michigan State University

Vivian Yenika-Agbaw, Pennsylvania State University

Chairs of the Committees provided reports on the past year's activities as follows.

Susan Paasch, Chair of the Governance Committee, reported that the committee fulfilled its charges having reviewed the potential impact of changing the current terms of Board members. It was determined that the terms would remain as they are currently stated. The Committee will review the recommendations from the 19–20 Nominating Committee for any changes that might be assessed for next year's election process.

Julia Reynolds provided a report on the Program Committee's work as Chair. The Program Committee has worked with staff to assist with planning multiweek virtual event scheduled for October and has also provided input to other planned digital events. The Committee is very excited about the potential for the planned digital events to provide to reach a wider global audience and to promote membership worldwide as well. Finally, the Program Committee appreciated the consolidation of work of the Conference subcommittee and the Program Committee.

Julia Reynolds noted that the work of the 2018 Committee on Equity could be incorporated into the upcoming task force that will be charged to work on establishing an organization-wide anti-racism, equity, and access policy. Marcie Craig Post noted that the primary goal of the to-be-formed task force will be to develop a policy that will guide all ILA operations and inform program, publications, and membership activities.

Beverley Harris reported on behalf of the Audit Committee, stating that they carried out their charges as set out. They received and reviewed the FY18–19 audit with the auditors and agreed with the clean opinion issued by auditors.

The progress of the Global Task Force was reported by Wendy Carss. The task force work had two main focuses to establish a process for accountability for funding allocated by ILA to the regions and to identify ways in which ILA could improve communications with the regions and the affiliates. Wendy Carss extended thanks to Marcie Craig Post and Tiffany Sears for their work with the task force and heartily thanked Bernadette Dwyer and Beverley Harris for their contributions to the work and who will cycle off this year. The task force is preparing a plan for proposal process for accessing ILA funds, and will be setting up Zoom meetings to apprise region committee chairs of the plan. The task force is examining ways in which ILA can support communications between regions and whether we could provide a platform for sharing resources and publications. With PD and communications migrating to fully virtual, the task force has noted the tremendous potential for ILA to incorporate and feature global activities. The task force noted that an effort needs to be undertaken to evaluate role and job description of the region chairs. One added role might be for ILA to create a database of possible speakers worldwide and to charge the chairs with assisting ILA in securing speakers.

Stephen Peters, Chair of the Finance Committee, thanked everyone for their input and participation especially back in March when the entire Board met to review finances and inform budget preparation. Also, thanks were extended to Deborah Harris for an outstanding job under unprecedented times. The Finance Committee met nearly monthly throughout the year, and reported its meetings to the Board.

Stephen Peters also reported on behalf of the Board's three special task forces appointed in March: Membership, Conference, and Publications, and thanked Laurie Sharp, Rachael Gabriel, and Kenneth Kunz for chairing the committees. The work of each of the committees was incorporated into plans for actions next year and informed allocation of budget resources.

Kathy Headley, Chair of the Evaluation Committee, reported that the committee met throughout the year and delivered their report to Marcie Craig Post. The members of the committee

Bernadette Dwyer, Wendy Carss, Julia Reynolds, and Stephen Peters were thanked for their service.

Deborah Harris provided a summary of performance of ILA investments, which experienced losses in February and March due to the impact of the pandemic. The fiscal year began with \$7.5M in investments. During the period July 2019 to April 2020, the ILA portfolio had interest income of \$281,000 and investment losses of \$464,000. Investment loss was seen primarily in February and March 2020. Operating support of \$1.66M, award and grant support of \$134,000, and investment management fees of \$19,000 were deducted during the period. As of April 30, 2020, our portfolio balance is \$5.5M.

Deborah Harris provided a review of the financial statements from April 30, 2020. At the end of April, the line of credit balance was at \$1M. Balance in Other Liabilities and Deposits shows the \$357,000 received through the federal Payroll Protection Program funds. ILA will be applying for forgiveness of a portion of that money, with a resulting liability of approximately \$45,000. Revenue is down about \$1M this year to last year, but because expenses decreased by more than \$800,000, the net decline is only about \$200,000.

Beverley Harris stated that it would be good to see a plan for an increase of revenue from chapters and regions, noting that the disparity between expense to support these areas related and the revenue generated is financially significant.

Stephen Peters presented the FY 20–21 budget for approval by the Board. Laurie Sharp moved to approve the resolution, and Rachael Gabriel seconded the motion. Stephen Peters noted that the Board will need to monitor the budget closely and assess how factors related to the pandemic are affecting and further impacting ILA programs and operations and make changes deemed necessary.

The motion was approved 11-1.

RESOLVED: *The Board of Directors of the International Literacy Association approves the budget as presented as a contingency budget for FY20–21 and until August Board meeting at which time it will be reviewed if needed.*

Kathy Headley acknowledged and heartily thanked the outgoing Board members. Stephen Peters motioned the Board's appreciation be read and entered into the record for Beverley Harris, Susan Paasch, Julia Reynolds, and Bernadette Dwyer. Juli-Anne Benjamin seconded the motion, which was unanimously approved.

RESOLVED: *The Board of Directors of the International Literacy Association commends each of our dedicated Board members Bernadette Dwyer, Beverley Harris, Susan Paasch, and Julia Reynolds for their dedication, commitment, and service to ILA and to literacy and we heartily thank them and wish them well. Susan Paasch, seconded; Juli-Anne Benjamin. Unanimously approved.*

ADJOURNMENT

There being no further business, the meeting was adjourned by Kathy Headley at 4:27 p.m. EDT.