

Literacy Volunteers of Doña Ana County
Doña Ana Community College
3400 South Espina Street
Las Cruces, New Mexico 88003-8001
(505) 527-7544 (505) 527-7641



Coordinator's Report to the Advisory Council

2nd Quarter, 2007/2008

Submitted by Stephen DeGiulio, January 15, 2008

Introduction

Change and Growth: Reaching More Literacy Learners in Doña Ana County

This quarter we have continued to grow; we have put into place several pieces that should support further growth during the rest of the year, in fact, with 414 learners as of December 31, we have already surpassed the number of learners we helped all last year (297) by a third—and we are only at the half way point!

1) NMCL Mid-Year Report. Attached.

2) New Reporting Obligations to the IRS.

Starting with the present fiscal year, all 501(c)3 organizations will have to file IRS form 990. Previously, we were exempt because our non-grant income was well below the cut off point of \$25,000.

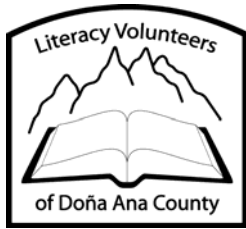
These IRS forms are freely available to anyone, and are extensively used by potential donors and foundations to evaluate charitable organizations. A carefully prepared 990 is a kind of calling card with which organizations present their mission and structure to the world at large.

I have located two possibilities for Accounting firms to help us with this, and will bring written estimates to the next meeting.

I highly recommend that the council commit the resources for consultation and necessary software for this important step in further professionalizing our organization

3) Written Report to the Advisory Council

At their most recent meeting, the Executive Committee accepted my suggestion that my quarterly report can be prepared in time for the Executive Committee meeting that precedes every Council meeting, in order to help facilitate efficient meetings.



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4) ProLiteracy Conference

- **Research and Marketing**
- **Community Literacy Plan**
- **New Journal for Practicioners:** Should we subscribe?

5) Outreach

This quarter's outreach report is attached as a separate document.

6) Another PC for LV-DAC?

We badly need another PC in Paula's office for program work. I have requested a trickle down, and also information about whether we would be permitted to accept a donated, used or new PC, what brand it should be (probably Gateway), etc.

7) ProLiteracy Re-Accreditation

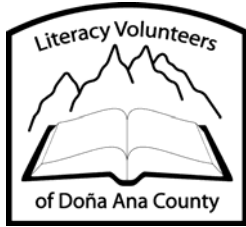
Bert Heger has volunteered to lead an ad hoc accreditation committee. I will supply him with the documentation to begin to organize this work. If many hands pitch in, it shouldn't be a problem to submit our application this summer. Our current accreditation is good through December 2008.

Since we are in good standing with ProLiteracy, and already accredited, no site visit will be needed, everything can be done electronically. The positive side of re-accreditation, of course, is the opportunity to revisit all aspects of our program, and delete, add, and revise. The process is designed to help programs become more effective and efficient. If individual council members identify aspects of the program that interest them, or where they have some relevant experience, we should wind up with an easy re-accreditation and an exemplary program.

8) Self-Assessment Survey

ProLiteracy, together with the national ABE association, conducts a certification course for program administration, which I am taking, along with the Dean and Assistant Dean of ABE. Part of this course is tied in with program data management, needs assessment, and program planning.

I will distribute the results of the self-assessment survey most of you took. I suggest that the two new council members take the survey before looking at the results. Even though



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they may not feel that they can answer all the questions, taking the survey might be worthwhile before looking at the results.

The survey results include three more questions, this time about the survey results and how you interpret them. Please answer these questions when you get a chance, and bring the forms to the next meeting. I hope this exercise will be helpful in our planning and re-accreditation processes.

FUNDING PROFILE, 2nd Quarter, 2007/2008

- A. Our grant for support and expansion from the NMCL this year is \$25,000
- B. The Wolslager Foundation Grant covers the first two quarters of this year with \$25,000. It has been extended to cover all of calendar 2008 with \$50,000, and further extended to include a Challenge/Matching grant for up to \$25,000 for 2009—that is, they will match, dollar for dollar, up to \$25,000, the amount we collect from December 2007 until September 2008, for payment in December 2008.
- C. We have been approved for a grant of \$14,000 through the Mexican Consulate, and our grant budget has also been approved.

Supplemental Budget Information

Welsh Account: Renewed August 30 2007 at 4.500%; Principal: \$1,769.79

Shal Lyle Scholarship Account: \$300.00. At present, these funds are included in the balance of the LV-DAC Donation Account.