

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

3rd Quarter, 2007/2008

Submitted by Stephen DeGiulio, April 15, 2008

Introduction

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

This quarter we have continued to grow; we have trained 10 new BL and 6 new ESL tutors this, quarter, and re-certified two others, and we trained 15 inmate tutors at the Southern NM Correctional Facility and 10 NMSU graduate student tutors.

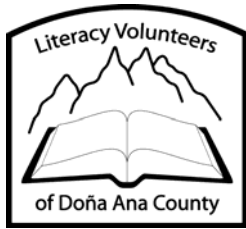
- 1) **Web Site.** We will work with Vista Design Group to construct a cutting edge, interactive web site. My favorite name for a site name is ReadWriteNow.org. Please send me any more suggestions—we need to decide on a name fast, and register it, so we can start to use it in our marketing.

We have not heard from the NMCL Board yet on whether they will permit us to reallocate some of the Special Project Grant to pay the entire cost for the site.

- 2) **Tax Time!** I highly recommend that the council commit the resources for consultation and necessary software to further professionalize our organization by preparing to file IRS form 990, which is due in the fall (for fiscal 2007/2008).

Starting with the present fiscal year, all 501(c)3 organizations must 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, which are filed by non-profit organizations all over the country, large and small, 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.



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



I have located two possibilities for Accounting firms to help us with this, and think we need to begin with one of them, unless we find a better source of help.

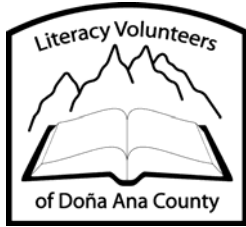
- 3) **Outreach:** This quarter's updated outreach report is attached as a separate document.
- 4) **Another PC:** Trickle down pc's are available from the college, and we will get one in the near future. This will enable our work study Literacy Associates to be more productive.
- 5) **ProLiteracy Re-Accreditation:** The council voted to approve the \$400.00 fee and apply for re-accreditation. Attached to this report is information and a sign up sheet for council members. I will send in the application, fee, and required documentation this quarter. 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.

- 6) **Organization Bylaws:** The annual membership meeting, held in August or September, is when we vote on any changes to our bylaws. This means that we need to review them before then. Jim Premeaux has revised the language and brought it up to date (thanks, Jim!). If any council member would like to propose substantive changes, please forward your ideas to Paula and we will distribute them to all members in time for discussion at the June 17 meeting.
- 7) **Annual Recognition Social:** Our First Annual Recognition Social for Volunteers and Learners was held on April 8, 2008. Marten Greigo give the keynote talk at the social, and also conducted an excellent 90 minute workshop for our tutors earlier that same afternoon. NMCL sponsored Marten's fees and expenses.

Marten donated \$3 to our program for each book he sold, and will continue to do so if we choose to order copies to offer for sale at any of our functions (Martin does not have to attend for us to raise funds this way). He has pledged to raise a million dollars for literacy in New Mexico, and this is part of his campaign.

- 8) **Shal Lyle Scholarship:** The Second Shal Lyle Scholarship was presented to ChunXingWang at the Recognition Social. Chun Xing has worked 96 hours with Tutor Anna-Marie Aldaz, and received a sturdy pink backpack full of school supplies and a \$50 gift certificate to COAS bookstore.



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



- 9) **COAS Account:** LV-DAC has \$1,274.89 in COAS credit for used paperback books. With this credit mass format paperback books are purchased for 20% of the cover price—for example, if the cover prices of five of these paperback books adds up to \$25, then the purchase price is \$5, and \$25 is deducted from the credit.

LV-DAC also has \$485.32 in COAS credit for general used books. These may be paper or hardback, and are priced as marked—if a book is marked \$8, it is free and \$8 is deducted from the price.

We can gift either or both of these credit amounts to our learners as incentives.

FUNDING PROFILE, 3rd Quarter, 2007/2008

- A. Our grant for special projects from the NMCL is \$5,000, targeting recruitment and marketing. These funds must be disbursed by June 30, 2008. This is in addition to their annual operating grant, which is \$25,000 for 2007/2008.
- B. The Wolslager Foundation Grant covers the second two quarters of this year with \$25,000. It has been extended to cover the first two quarters of 2008/2009 with \$25,000, 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 2997 until September 2008, for payment in December 2008.
- C. We have been approved for a grant of \$14,000 through the Mexican Consulate. These funds support our Literacy Associates and learners who move into the /ESL and GED classes provided by ABE, and include paying for learners who take the GED exam.

Supplemental Budget Information

Welsh Account: Through March 31 2008, Principal: \$1,818.55

Shal Lyle Scholarship Account: \$200.00. At present, these funds are included in the balance of the LV-DAC Donation Account.