



Leadership Minutes

Date: July 18-19, 2017, 9-3

Location: Towne Green Room, 7991 Main St, between the Maple Grove Government Center and the Maple Grove Library

Present: 7/18 Carey Seeley (MRA), Mary Lillestol (MRA), Cyndi Venberg (Arrowhead), Jill Magnuson (SERC), Maurna Rome (TCARC), Jill Maxe (TCARC), Brenda Resch (SWMRC), Cindy Whaley (SWMRC), Linda Snowberg (MRA), Alice Kos (MRA), Madey Israelson (MRA)

Keitha-Gail Martin-Kerr (MAR)

7/19: Alice Kos (MRA), Carey Seeley (MRA), Mary Lillestol (MRA), Cyndi Venberg (Arrowhead), Jill Magnuson (SERC), Katie Bannon (MRA), Julie Tangman (MRA), Jullie Scullen (ILA/MRA), Madey Israelson (MRA)

Absent:

Agenda Item	Notes	Action/Next Steps
July 18		
Welcome & snacks 9-9:30 9:30-9:50 community builder	Names & welcome activity Carey will lead this activity using a jigsaw activity from the ILA blog, <i>Focusing on Happiness in the New Year</i> by <i>Gravity Goldberg</i>	<ol style="list-style-type: none"> 1. Form groups of 4 2. Each person will get a slip of paper to read with their shift towards finding joy in reading. 3. Read 4. Discuss with your group of 4 people.
9:50V-10:00	Key highlights regarding agenda	Mary

<p>10-10:45 Conference debrief and reflection</p>	<p>*Highlights from Hamline conference: Christopher Lehman, break-out sessions</p> <ol style="list-style-type: none"> 1. Lehman message: staying connected-using social 2. Social justice: listening, different voices 3. Book: Falling in Love with Close Reading 4. Strategies for teaching close reading: variety of texts, scaffold with images/songs <p>*Next steps regarding partnership with Hamline Literacy Institute</p> <ol style="list-style-type: none"> 1. Pros: 2. Cons: bound by Hamline dates, speakers, July 3. Jill-lessons from Lucy event: <p>*Share numbers from conference registration: 26 people registered *Cost for creating and printing flyers: \$225 & \$2,000 for Hamline contract *Share MRA luncheon highlights & numbers: 40 people attended</p> <ol style="list-style-type: none"> 1. Results from lunch survey 2. Giveaways: books 	
<p>10:45-11:30 ILA</p>	<p>Skype w/ Keitha Gail Share out from Alice, Maddie and Julie</p> <ol style="list-style-type: none"> 1. Mary: overviewed background of transition 2. Alice: attended meetings to get more information about options, <ol style="list-style-type: none"> a. \$300: logo and newsletter b. Full Non-Group: would need to do own 501c3 c. Full Group: ILA does nonprofit status but we would pay half (Mary's cousin's law firm has offered to do it for free) 3. Need to sign a contract even for \$300 option, need to review with all 3 options, but contracts will be revised 4. Unknowns: cost of nonprofit status filing, support, contracts, 5. Developing ambassador program-support; Julie Scullen will be a part of this, trying to build capacity 6. Chapters need to be able to look at trends and challenges, 	

what is working, what is not, lay out mission and vision

7. Keitha-Gail: local chapters,
 - a. MRA's choice will affect local chapters, will NOT be given EIN from ILA, only MRA will be given an EIN
 - b. no requirement for local membership,
 - c. may or may not need to collect dues from local councils: local councils should review how they operate and determine if they need to collect dues
 - d. local councils will operate using EIN from MRA
 - e. taxes: local councils will have to send report to MRA-MRA will send report to ILA
 - f. [ILA Affiliation Q&A](#)
8. Question for Law firm: can EIN be shared?ILA advised calling IRS
9. Ambassador Program: Julie Scullen will be in charge, new program building from ground up, rolls out Fall 2018
 - a. Extensive training for leaders to go out to regions to help state and local chapters
 - b. Applicants: people who have been a part of ILA for a long time, will be stipends (yet to be determined)
 - c. Current 2 person staff cannot handle demand
 - d. Option 1 (\$300)-fee for ambassador; fee has not been determined yet
 - e. Other affiliation options no fee for ambassador
 - f. Ambassadors will also review awards
10. Can you change affiliation year to year? Harder to move up than down
11. A lot of councils were going with \$300 option (NY, CA, NC, etc.)-because of unknowns
12. Local councils would no longer need to have bank accounts? Would have sub-accounts per council, treasurers would have MRA checkbook
13. Consider hiring a bookkeeper; would help with local councils, too
14. MRA needs non-profit *and* EIN
15. \$300 flat rate accounting question: Linda's thoughts at present-councils would transfer balance to MRA and receive

	<p>MRA checkbook, would need to be able to categorize checks written, will lay out plan further at executive board meeting tomorrow</p>	
<p>11:45-12:45 Article discussion: Carey Global Kindness Project themes</p> <p>Connect to Celebrate Literacy</p> <ul style="list-style-type: none"> ● Kindness ● Gratitude ● Empathy ● Action 	<p>Option 1: Professional Development as Social Transformation: The Literacy for Social Justice Teacher Research Group--needs 6 people</p> <p>Link to article/podcast about creating an "Educator Mastermind": https://www.cultofpedagogy.com/educator-mastermind/</p> <p>Connection - Book: The Long Haul - Autobiography of Myles Horton by Herbert and Judith Kohl (See also: Myles Horton: The Basics for the Long Haul)</p> <p>Option 2: Social Justice Projects in the Classroom Resource: Voices of Racial Justice</p> <p>Option 3: #AgeOfLiteracy: Social Justice Literacy Leadership that Values Equity and Sustainability</p>	<p>Choose an article that interests you. Read for 15 minutes, discuss for 20 minutes. *Share out in full discussion 20 minutes.</p> <p>ALL--as a resource, I'm including NCTE's position statement on social justice in literacy education.</p>
<p>12:45-1:30</p>	<p>Lunch break-- Take a walk share book titles!</p> <p>Book Share:</p> <ul style="list-style-type: none"> ● Inside Out and Back Again ● The Book Whisperer ● The Lightless Sky ● Disrupting Thinking ● Falling in Love with Reading ● The Girl Who Drank the Moon ● The Collapse of Parenting ● Mindsets in the Classroom ● A Walk in the Rain with the Brain 	<p>Panera Linda will pick up!</p>

	<ul style="list-style-type: none"> ● Home of the Brave ● Culturally Sustaining Pedagogies (LiRN) ● The Shadow of the Wind ● Homegoing ● Culturally Responsive Teaching and the Brain ● Amina’s Voice (September Scholastic) ● Big Little Lies ● A Good Time for the Truth ● Energize by Lehmann ● Absolutely True Diary of a Part Time Indian ● Oh My Stars ● The Long Haul ● The Hate U Give by Angie Thomas 	
<p>1:30-2:30</p> <p>Report out from Councils</p> <ul style="list-style-type: none"> ● What is going well? ● What can MRA do to support our mission in your region? <p>What are your thoughts about our MRA relationship with ILA?</p>	<p>Arrowhead (ARC):</p> <ul style="list-style-type: none"> ● 60 members ● Honor Council-use checklist to drive agenda, will carry on in future ● Continued communication with ARC-consider distance for involvement ● ILA change makes sense financially; can’t speak for group ● Survey: n=26, 80% grade level sharing, 60% book clubs, 48% book clubs, 44% digital; will be sharing via survey monkey with school district to get more extensive data beyond ARC membership <p>Southeast Reading Council (SERC):</p> <ul style="list-style-type: none"> ● Offering 2-3 PD opportunities a year ● MRA: theme for Celebrate Literacy and PD-would help guide ● ILA-like elimination of separate banking account <p>Twin Cities Area Reading Council (TCARC):</p> <ul style="list-style-type: none"> ● Membership up; more than doubled in the last year (367-due to Jan Richardson and absorbing Secondary Reading Council and Lucy Calkins) 	

- Lucy Calkins event huge success-size increased pressure on the board, need distribution of preparation for large events (ie. partner with Scholastic, CSB, etc.)
- Reaching/impacting beyond MRA: what is mission?
- MRA Support: Honor Council, continued support for events (website, registration, promotion, door prizes, etc.), frequent communication and opportunities for input, ***all are welcome to exec. Board meetings, but cannot vote***
- Suggestion: MRA find professional guidance/advising for nonprofit management (bylaws, taxes, incorporation, etc.)
- ILA: Financial concerns, continuous turn-over support, executive board leadership, roles of local council leadership: leaders or worker-bees?

Southwest MN Reading Council (SWMRC):

- Growing membership
- More student teacher participation
- Executive Board is growing
- More of a partnership with MRA
- Local perception of MRA: can't always get to MRA meetings/events, value MRA very much, positive perception of MRA
- Struggle to get ILA membership/communication

Central MN Reading Council (CMRC):

- 230
- Author workshops: Jan Richardson, Donalyn Miller
- MRA Support: finding speakers, building support networks (ex. coaches)

MN Academy of Reading (MAR)

- January Policy Event going well and Spring Mixer, too
- Next policy event will be honoring MN literacy person who has made significant contribution,
- Spring Mixer: need more people to come,

	<ul style="list-style-type: none"> • Need MRA help with membership growth • ILA transition: need a MRA exec member to video call in to next meetings to explain transition and how it will affect, • Linked with Higher Education Literacy Partnership (HELP) financially-will be complicated, treasurer will need help and support with financial changes 	
2:30-3:00 Review July 19th agenda Hopes/goals for tomorrow	<p>Council Support checks issued:</p> <p>Arrowhead:\$600 given to Cyndi Venberg</p> <p>Central: \$232 mailed to Amanda Dvorak</p> <p>MAR: \$400 mailed to Bobbi Gale</p> <p>Southeast: \$160 given to Jill Magnuson</p> <p>Southwest: \$480 given to Cindy Whaley</p> <p>TCARC: \$3760 Given to Jill Maxe</p>	
July 19		
9-9:30 Intro/welcome	Alice will lead community builder	
9:30-10:30	<p>Julie Scullen, ILA Transition presentation & discussion, Q&A</p> <ul style="list-style-type: none"> • Background: IRA->ILA; working with IRS and lawyer learned that changes in parent organization (ILA) impact for chapters, ILA is responsible for chapters, need to protect ILA and have control over local chapters to protect financial and legal wellbeing, ILA is not responsible for local chapters-just for state chapters, state chapters responsible for local chapters 	<ul style="list-style-type: none"> • We will move forward with \$300 plan that was voted on • Mary and Carey will work with lawyers • Outline what we want a bookkeeper to do for us • Look into hiring a

	<ul style="list-style-type: none"> ● ILA developed ways that chapters could affiliate with ILA ● As of Sept 2018-if MRA does nothing we would cease to exist for IRS (lose tax exempt, lose non-profit, etc.) ● Options: <ul style="list-style-type: none"> ○ Full Group Affiliation: incorporate in DE, change name to something with “Literacy” in title, align fiscal year to ILA ○ Full Non-Group Affiliation: own 501c, help with training and governance support, local chapters chartered under MRA-not ILA ○ Limited Affiliation: newsletter, logo, all else is fee-based ● More difficult to increase level of affiliation, once independent hard to re-affiliate with ILA ● For all affiliation levels board members must belong to ILA ● No options require ILA to be signatories on bank accounts ● Julie talked to ILA chapter leaders, if MRA provides 990’s, membership #s and activities over last years-would work with us from there, would have to pay lawyer fees, waive fees ● Local chapter options: <ul style="list-style-type: none"> ○ Non-revenue generating (MCTE does this) ○ State Budget Line Item: what we do now ○ State Opened Bank Account ● Chapter Support Ambassador initiative: Julie is chairing, North American Region, Young Adult Choices Program, ● Julie resigning as ILA coordinator for MRA; will need new ILA coordinator ● We will move forward with \$300 plan that was voted on, as Past President Mary will work with Carey to handle with lawyers and look into hiring a bookkeeper, will bring to September board meeting, also outline what we want a bookkeeper to do for us 	<ul style="list-style-type: none"> ● bookkeeper, will bring to September board meeting, ● Mary will have lawyer look over ILA contract ● Madey: contact Deb Peterson about being ILA coordinator
<p>10:30-11:30</p> <p>MRA PD for 2017-2018: focus</p>	<p>*Calendar across the state--</p> <ul style="list-style-type: none"> ● Sept. 28 Tracy Nelson Maurer SWARC ● Sept. 29 HELP Distinguished Scholar Event-Dr. Barbara 	<ul style="list-style-type: none"> ● Move forward with culturally relevant pedagogy (literacy lens)

<p>on culturally relevant pedagogy & literacy</p> <p>*social justice initiatives *Statewide calendar</p>	<p>Foorman</p> <ul style="list-style-type: none"> ● Oct. ARC Teacher Appreciation Event ● Oct. 26 Mary Green TCARC ● Jan. 2018 MAR policy event ● Jan TBD CMRC Ed Camp/Workshop ● Jan. ARC Winter Solstice ● Late February/March TBD ARC Youth Authors Conference ● March 2 Celebrate Literacy ● March 3 Leadership Event ● April 12 Beth Flottmeier TCARC ● Mid April TBD SWARC ● May ARC Evening of the Arts ● MAR Spring Mixer-date TBD ● July 16-19 Hamline Literacy Institute ● July 20-23 ILA in Austin TX <p>*Link to ideas from Christopher Lehman presentation</p> <p>*Resources for culturally relevant books/resources: (i.e. We Need Diverse Books) Culturally relevant pedagogy: Tie to specific books/articles</p> <ul style="list-style-type: none"> ● Ask Celebrate Literacy teacher nominees to write about their journey with culturally relevant pedagogies <p>Resources:</p> <ul style="list-style-type: none"> ● LIRN book: <i>Culturally Sustaining Pedagogies: Teaching and Learning for Justice in a Changing World</i> ● Paris article ● Book: Culturally responsive teaching and the brain, Zaretta Hammond ● MPS Critical Literacy Protocol <p>*Link Celebrate Literacy to Global Kind Project: Key ideas:</p> <ul style="list-style-type: none"> ● 	<p>as focus for upcoming year</p> <ul style="list-style-type: none"> ● LiRN book as anchor text ● Students use social justice lens and Global Kind project as anchor for Celebrate Literacy writing ● Local councils: put out encouragement to hold a writing/publishing event for students prior to Celebrate Literacy
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	<ul style="list-style-type: none"> • <p>*Have councils submit their 3 top writing pieces to bring in ownership across the state prior to submitting</p> <p>*Create a simple rubric, possibly use 6 traits</p> <p>*Could be broader than writing-celebrate volunteering for example, multi-modal texts, oral story telling</p> <p>*Madey is going to consider partnering with Carey on organizing this event.</p> <p>*Alice will help facilitate with the planning of this event as well. (Students could be asked to write about examples of these key ideas)</p>	
11:30-12	Q & A & set agenda items	
12-12:45	<p>Lunch & favorite genre of books and why</p> <p>*Share a book that matches this genre</p> <ul style="list-style-type: none"> • Carey: Genre, memoir/autobiography Trevor Noah, Born a Crime • Mary: Genre - Historical Fiction "March" • Madey: Genre-historical fiction "The Shadow of the Wind" by Carlos Ruiz Zafron and "Orphan Train," by Christina Baker Kline; essays "Dear Ijeawele, or a Feminist Manifesto in 15 Suggestions" by Chimanda Ngozi Adichie and "Bad Feminist" by Roxanne Gay • Alice: Memoir, Barbara Kingsolver "High Tide in Tucson" 	
12:45-1:45 "How to" for new members	<ol style="list-style-type: none"> 1. Social media: Katie added executive board members as administrators of MRA FB page 2. MRA website <ol style="list-style-type: none"> a. Carey and Julie colleague is looking into it to get a quote: Nancy Mai 	Social Media: Katie Bannon will add the info for facebook. She will add names to

	<ol style="list-style-type: none"> 3. Google folder <ol style="list-style-type: none"> a. Everyone checked and verified access to MRA Google Folder 4. Council officer report to ILA: at the end of fiscal year ILA requests update to contact information 5. Active Council Status form (tabl Form is on website) 6. Calendar of to-do (see below) 7. Twitter: @MnReadAssoc, everyone followed 8. MRA Board Member To Do: group reviewed responsibilities of each board member position 9. Highlights: discussion of how to increase relevance, engagement, link or replace with social media activity, looked at examples of ILA and Teaching Tolerance monthly email update, Carey will work with Nancy to format/create template of resources quarterly or bi-monthly (Highlights reformatted), make FB page highlights and send out in email; Highlights job would be posting content from President on FB (councils have to submit at least twice a year to be considered active) 	<p>Mary Lillestol created a google form to ask for options for names moving forward.</p> <p>New names for MRA:</p> <ul style="list-style-type: none"> ● Minnesota Literacy ● Literacy Minnesota ● Literacy Association of Minnesota <p>Highlights: Carey will work with Nancy to format/create template of resources/readings quarterly or bi-monthly</p> <p>Return to "To Do" at each meeting to check progress; assure all tasks are completed</p>
<p>Set dates for upcoming MRA meetings for 2017-2018 year</p>	<p>LiRN</p> <p>Celebrate literacy: Possibly held at Davis Center (free?)-may change date if not available, MN Center for Book Arts, get local author (ex. Kelly Barnhill), Stephanie Brodani knows a lot of authors, too; rotate Celebrate Literacy around state going forward</p> <p>State Conference -</p> <ul style="list-style-type: none"> ● Hamline: <ul style="list-style-type: none"> ○ Negotiate for lower fee? (i.e., \$1,000, not \$2,000) ○ Or honor teachers' time in July and do not continue partnership? ○ Sponsor 2 MRA members to attend Hamline? 	<p>Reserve venue for Celebrate Literacy March 2 and Leadership Meeting March 3</p> <ul style="list-style-type: none"> ● Julie emailing to see if can get space for Celebrate Literacy for free <p>Carey will communicate with Hamline to revisit terms of collaboration</p>

	<ul style="list-style-type: none"> ○ Promote/support Hamline's event but do not partner? ○ Motion: Carey- Carey will talk to Hamline about revisiting partnership, offer \$1000 to have MRA day-would attend and promote conference one day but not offer separate registration, 3 minutes to discuss MRA to entire audience at the beginning of the day as well as informational lunch, Alice second motion. Passed unanimously. ● Possibly hold a Spring Conference?: no this year- <ul style="list-style-type: none"> ○ Help councils with speakers ○ Southwest, Southeast & Duluth (Arrowhead) if they are interested ○ Focus more time on Celebrate Literacy and promoting Global Kind Themes: <ul style="list-style-type: none"> ■ Kindness ■ Gratitude ■ Empathy ■ Action 	
<p>MRA rebranding</p> <ul style="list-style-type: none"> ● Mission ● By-Laws and Council ● Name ● Communications <ul style="list-style-type: none"> ○ Website ○ Transition highlights to a different format ○ Social media ● Reorganizations discussion 	<p>By-Laws: Revisit By-Laws on your own, add this to the October agenda (Exec. Board)</p> <ul style="list-style-type: none"> ● Clarify who is executive board and who is leadership <p>Legislative:</p> <ul style="list-style-type: none"> ● One page advocacy to distribute? ● What does MN Literacy Council do? ESL tutoring, ● MN Literacy Action Network? 	<p>Hire a bookkeeper</p> <p>All: Review By-Laws and become familiar with them before next Executive Board meeting</p> <p>Mary will email Cory and ask if literacy has advocacy group like SciMathMN</p> <p>In Sept-clarify who is executive board and who is leadership</p>

	<p>Carey will look into potential candidates for book-keepers. We will make a decision in September.</p> <p>*Get a proposal from this person, make a bid on the work. (Hourly, etc.)</p> <p>*Conduct background check.</p>	<p>Book-keeper job description:</p> <ul style="list-style-type: none"> ● Maintain Quick books ● Update/reconcile accounts & categorize payments and expenses ● File W-9s ● File taxes ● File renewal documents with state agencies ● Communicate with Treasurer ● Maintain PayPal account ● Issue checks/transfers (across councils) ● Place orders for events (Celebrate Literacy materials)
		<p>Treasurer:</p> <ul style="list-style-type: none"> ● They will get updates from book-keeper ● Treasurer will meet with the LIRN folks about costs for speakers ● Focus on the Celebrate Literacy MN budget/expenses

Save this date

<p>Executive Board: Sept./October 2017 September 30th 10-12 Location: Maple Grove Library, room 133 Agenda items: *Bylaws *Learn about Google Hang-out--Linda Snowberg will lead this session.</p>	<p>Executive Board November 4th 2017 Google Hang-out 10-11am</p>	<p>Executive Board: Jan./February 2018 Jan. 20th 10-12 Location: Maple Grove Library (need to reserve)</p>	<p>Executive Board February 24th Google Hang-Out 10-11 FYI, Celebrate Literacy Friday, March 2nd Location: TBD</p>	<p>Leadership Meeting: March 3, 2018 Time: 9-3 Location: Maple Grove Library (need to reserve)</p>	<p>Executive Board April 14th, 2017 Google Hang-out 10-11am</p>	<p>Executive Board May 19th 2018 Time: 10-12 Location: Maple Grove Library (need to reserve)</p>	<p>Summer Leadership meeting August 3rd & 4th Day 1: Councils & Executive Board Day 2: Executive Board</p>
<p>~Highlights Submission due Nov. 1st ~LiRN budget and update ~Update on 2017 Conference ~Calls for grant submissions ~Publicize and call for</p>		<p>~Highlights submissions Feb. 1st ~Choose grant winners ~Choose Writers are Readers winners ~Put together election ballots and</p>		<p>~Highlights submissions May 1st ~Conference details and marketing ~Updates from local councils ~Officers' reports ~Summer Book Clubs</p>		<p>~End of fiscal year ~Prepare for official transition to new officers ~Conference details and marketing ~Planning summer leadership meeting</p>	

<p>Writers are Readers submissions ~Exemplary Reading Program application due in early November ~Reserve space for Celebrate Literacy (March) ~Executive Board Members visiting local councils ~MRA On the Road</p>		<p>assist councils ~Celebrate Literacy Prep ~Conference marketing</p>				<p>Vice President: ~Set up summer MRA dinner:</p> <ul style="list-style-type: none"> ● Find a spons or for approx . 25 people (Macki n, Custo m Educat ion, etc.) ● Book rooms for any guests traveli ng from a distanc e 	
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						SAVE THESE DATES: Celebrate Literacy: March 2, 2018 Leadership Meeting: March 3, 2018	
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