READ NB
Laubach Literacy New Brunswick

BOARD MEETING - MINUTES

September 22, 2025
KPMG Boardroom
(774 Main Street, 6th floor)
6 pm – 7:30 pm

Attending: Carla Geldart, Mark St. Pierre, Kim Collier, Rosalind Corey Clark, Patti Crowell, Jill Esson, Shawn MacDonald, Susan Morehouse (and Carol Cottrill)

Regrets: Andrea Mailman

1. WELCOME – Carla welcomed everyone and gave Andrea's regrets
2. DECLARATION of Conflict of Interest – no conflicts were declared
3. AGENDA: *Adoption of the Agenda*
4. APPROVAL OF THE PREVIOUS MINUTES – there were two sets of minutes to be approved. June 16th and June 21st. A motion to approve as presented was made my Mark and seconded by Roz.
5. REPORTS (consent agenda):
   A. President's Report – Carla said a few words about what READ NB has been busy doing.
   B. Treasurer's Report – Mark quickly reviewed the P&L Report to June 30th, noting changes to be made, but the first quarter was on track.
   C. Executive Director's Report – Carol noted that the current priorities remain READ Southwest and Bookstravaganza.
6. NEW BUSINESS
   A. Updates:

- Bookstravaganza – Carol reviewed where we are at with the Booksale – currently collecting books. The storage facility was donated to READ NB by Adelin Properties. She thanked Shawn for his help in connecting her with the property management company.
- READ Southwest – she noted that she was going to be meeting with a group of interested volunteers in Saint John. She also noted that the HR committee had created (reviewed from a legal perspective by Kim) a contract to hire a 'contract' position of program coordinator to help begin community engagement in the Charlotte County area. Carol noted that the person came recommended from a colleague in Saint John and has strong ties to the community and should be a good asset. Carla asked if there were any questions or concerns – none were offered.

- Strategic Planning – Carol noted that the next step would be the development of a Tutor Survey this fall.

B. Board Succession Planning – Carol noted that there were a few vacancies that would be coming up next year on the board. Carla can move into the president position from vice president, but that will leave a vacancy in the vice president position. Mark will be stepping down as treasurer (after six years – his term is out), but it is likely that Mark will be able to find another KPMG member to take that role. Craig recently left the board and that also leaves the secretary vacant.

   There are also a few general board members whose terms will be up next June – hopefully they will stay on the board as a general member or move up into an available executive position. That means we could also have need to look for general board members. She asked members to think about their plans for next year and whether they would be interested in moving into a position on the Executive, and to let herself, or Andrea know.

C. Promotional Clothing – Carol showed several items of clothing from Doyle Corporate Imaging that we can get our logo on. The items were passed around. She noted that she would be sending out a 'catalogue' the following week and the items will be available for order. She noted that orders would be needed before November 1st if they were wanted for Christmas.

7. IN CAMERA SESSION – no in-camera session requested

8. ADJOURN – 7:10