

SPECIAL MEETING OF THE LITERACY COALITION/HOC
ORGANIZATIONAL STRUCTURE: Literacy Coalition/HOC 2016
Meeting 2: March 3, 2016

Note of Attendance: Twenty-eight Coalition Members attended the February 25th meeting; ten members attended the March 3 meeting

Focus questions for this work session:

- Do we have consensus on moving to an INSTITUTIONAL PARTNERSHIP MODEL for the Literacy Coalition of Herkimer and Oneida counties?
- Who will serve on the Steering Committee?
- What action steps are needed before 3/18?

1. **Opening question:** Why should we keep the Coalition going? (and/or) Why might we suspend the Coalition effort at this time? After a week to reflect on last week's discussion, roundtable responses to this question included:

- Area needs to have a LC; newcomers to our region are impressed we have one
- Networking opportunities an asset
- Promotes education in region; provides knowledge for those who need it
- There's a "natural fit" between services member agencies provide and the Coalition goals
- Provides opportunity for collective minds sharing and increased awareness of community services and what's available/needed in the community
- Presence of a Literacy Coalition benefits the community.

No one present expressed an opinion to suspend the Coalition at this time.

2. Consensus on proceeding with a customized version of an Institutional Partnership Model for the Coalition. Michelle Sebastian presented her ideas for what our model could look like and discussion ensued (copy provided with minutes).

3. Formation of a Steering Committee then took place; Ann provided a template for discussion. Consensus reached that present Team Leaders should be part of the SC; comments made about the success of monthly team leader meetings held since last April. Those present agreed to have their names listed as initial volunteer members; more work on the steering committee design and governance plan is needed at the March 11 meeting.

4. Action Steps Still Needed/Questions to be answered include the following:

- What organization/agency will take on the role of Coalition Sponsor for the next two years?

- How will existing LitCo projects move forward in this new design? (EG, Community Bookshelves, Adult Financial Literacy Classes, SpellaPalooza)
- A better understanding of the roles Community Foundation and United Way wish to have in the new model will help with the redesign. (Ann will pursue these questions before 3/11).

Our Outcome Goal remains: Present new Model and Action Plan at March Coalition Meeting on March 18. Meeting site is the Utica Academy of Science Charter School in Frankfort. 8:30-10:30 am

Next meeting: FRIDAY March 11 at 8:30 am (NOTE CHANGE FROM Thursday 3/10) Meeting will be held at the Community Foundation/Innovation Room

Submitted by Michelle Sebastian and Ann Maher