**VITA, Inc.**

**Minutes of the Regular Meeting of the Board of Directors**

**January 20, 2016**

**Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present:** Jeff Ackermann, Carolyn French Huey McCauley

Jeanette Barras, John Hebert Mary Neiheisel

Jennifer Benoit, Janet Hiatt Bruce Snow

Bill Bowers Ann Burruss, Ken Villemarette

Jerry Caillier Barbara Kinchen Robert Wheeler

Gene Cole Kenray Landry

Joseph Cilano, Executive Director

**Absent:**

**I. Call to Order and Agenda Approval - Carolyn French**

Motion to accept:

Second:

**II. Approval of Minutes of Board of Directors' November 18, 2015 Meeting Minutes - Carolyn French**

Motion to accept:

Second:

**III. President's Report - Carolyn French**

**A. VITA Christmas Party**

Motion to accept:

Second:

**B. Other**

**IV. Reports**

**A. Financial Report - John Hebert**

**MONTHLY INCOME MONTHLY EXPENSES**

**December 2015**

**Year to Date**

Motion to accept:

Second:

**B. Executive Director's Report - Joe Cilano**

Motion to accept:

Second:

**V. Unfinished Business - Carolyn French/Joe Cilano** (Follow up from previous Board Mtg.)

**A. Computer lab**

**B. Other**

Motion to accept:

Second:

**VI. New Business - Joe Cilano**

**A. Bookkeeper Vacancy**

**B. Other**

**C. Expenditure Approvals:**

1. Purchase eight (8) new utility tables for new computer lab from Acadiana Office Products. Cost: **$1,870.00**

2.Annual copier maintenance contract with Copy & Camera Technologies: **$2,509.04 (**$732.91 2015 overage / $1,776.13 base charge for period of 12/1/15-12/1/16).

3. Louisiana Worker’s Compensation Corporation – policy period 1/26/16 – 1/26/17: **$1,169.00**

Motion to accept:

Second:

**VII. Announcements - Carolyn French**

A. New Naturalization Prep Course

Passing the Citizenship Test

Registration: Wednesday, January 20, 2016 - 4:30p.m. - 6:30p.m.

Course begins: Monday, February 22, 2016B. Tutor Training Workshop

February 18th & 25th - 5:00 p.m. - 7:30p.m.

NOTE: Class will meet weekly for 12 weeks.

C. Next Board Meeting Date: February 24, 2016

Motion to accept:

Second:

**VIII. Adjournment**

Motion to adjourn:

Second:

**IX. Motions**

VITA

**Mission Statement**: To promote literacy by teaching reading and writing skills to undereducated adults so that each individual may become more independent of others in the structuring and directing of his/her own life.