

# Region 3 CLC Meeting Minutes

Wednesday, September 14, 2005  
10:30 AM – 12:00 PM  
Cary Memorial Library, Lexington

**Facilitators:** Gary Fallick/Sharon Holdner

**Attendees:**

Anne Frymer	Joy Gilbert	Muriel Ward
Carolyn Leshin	Kitty Halloran	Pete LaSonde
Christine Ellersick – Staff	Leslie Damon – Board member	Phyllis Brooks
Dorothy Schager	Liz Frank	Sue Tafler
Elaine Smith	Marlana Patton – Staff	Virginia Netherton
Howard Cravis		

**Handouts:**

Fall 2005 New Reader's Press catalog  
Pronunciation tips  
Verizon bookmark  
Card with CLC Web site info

**Introduction**

Gary Fallick opened the meeting with an introduction of participants.

Christine Ellersick offered a quick overview of EMLC's strategic planning process, which was the genesis for the Community Literacy Council (CLC) idea.

Marlana Patton followed with an introduction to the community literacy council idea, a review of handouts, and a plug for the new CLC pages on the EMLC Web site:  
<http://www.emlc.org/clc/clc.htm>.

**Unmet Needs**

The bulk of the meeting was spent discussing unmet needs and how CLC meetings could fill those needs. Specifically, attendees suggested the following possible discussion topics for future meetings:

- Resources for mature basic readers/native English speakers
- Resources available for goal-setting and helping learners achieve those goals, such as pursuit of citizenship or a GED.
- Materials people are using and why they're using them.
- Bridging the writing/speaking divide and how to prioritize when to work on speaking and when to work on writing.
- Internet access and email: How to give learners free access, how to introduce these resources as relevant to daily life, and how to use them as teaching tools.
- Review of resources for teaching grammar.
- Review of resources for preparing learners to take the TOEFL.
- How to teach the non-phonetic aspects of English.



- How to teach phonetic symbols and how to use phonetic spelling to help learners understand pronunciation.
- How to evaluate dictionaries for learner use.
- The use of the EMLC listserv.

### **Additional Meeting Ideas**

- Build a list of participants and send basic contact info around to all group members.
- Create a resource inventory of skills and expertise in the group. For example, we learned that Muriel Ward is trained to help folks with dyslexia.
- Dedicate some time during every meeting for brainstorming around the specific challenges faced by one or two volunteers.
- Post meeting topics in advance on the Region 3 CLC Web page (<http://www.emlc.org/clc/Region3.htm>) so participants can collect their thoughts and ideas before arriving.

### **Spreading the Word**

Gary spent some time soliciting ideas on how to increase EMLC's local visibility and encourage greater recruitment.

- Announce CLC meetings in local papers to encourage prospective volunteers to attend
- Post brochures prominently in libraries (it was noted that EMLC is not allowed to put them on the reference desk)
- Make flyers available at CLC meetings so participants can take one for an interested friend, if they like.
- Consider involvement in Lexington Reads in the spring, when the focus is the immigrant experience.

### **The next meeting**

Details around meetings were discussed:

- **Frequency:** The group wants to meet monthly for now, though it was suggested that quarterly may eventually be the way to go.
- **Time of day:** Many were not interested in an evening meeting. Some suggested alternating morning and evening meetings or having 2 separate groups—a morning group and an evening group. The next meeting will be in the evening.
- **Location:** The next meeting will be in the Cary Memorial Library in Lexington again, though it was suggested that meeting in different libraries would allow attendees to get to know different resource collections.
- **Duration:** 90 minutes seemed right for those attending.
- **Date:** It was proposed that next meeting will be as close to October 19<sup>th</sup> as possible.

### **Final details**

The EMLC listserv was brought up. Attendees wanted EMLC to redistribute info on the listserv and include a link to the sign-up page on the CLC Web pages. It was also suggested that we give feedback to the listserv manager to reorder page content so that new content is at the top of the page and clearly visible.

Because EMLC needs representation at the upcoming LexFest, it was suggested that we post



this info on the CLC Web pages.

### **Follow-up**

The following immediate actions came out of this meeting:

- Minutes will be typed up and distributed to meeting attendees (staff)
- Attendee contact info will be distributed to other attendees. (staff)
- Minutes will be available for download from the Region 3 CLC Web page (<http://www.emlc.org/clc/Region3.htm>) (staff)
- Ideas for the next meeting will be posted on the Region 3 CLC Web page. (staff)
- A link to the EMLC listserv will be made available from all CLC pages. (staff)
- Feedback will be offered to the listserv management about the order of content in the emails. (staff)
- Info about subscribing to the listserv will be sent around to meeting attendees (staff)
- Info about signing up for the LexFest will be posted to the Region 3 CLC Web page. (staff)
- Cary Library will be contacted about the status of the new literacy collection, which has not been shelved yet, to determine when/where the books will be shelved. (staff)
- Sharon Holdner will be supplied with posters and brochures for Middlesex Community College and Hanscom Air Force Base. (staff)
- A volunteer's difficulty in reaching office telephone extension numbers will be investigated. (staff)
- EMLC will investigate involvement in the Lexington Reads initiative for the spring. (staff)
- The next meeting will be scheduled. (Gary/Sharon)

