

MINUTES

IOWA AEYC GOVERNING BOARD MEETING- VIRTUAL

Saturday, October 23, 2021

9:00 AM -3:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84768884906>

Meeting ID: 847 6888 4906

Dial by your location: +1 312 626 6799 US (Chicago)

Attendance: Miranda Niemi, Crystal Abbe, Brian Kingrey, Donna Kennebeck, Tracy Ehlert, Katie McKenzie, Catherine Bergman, Leslie Stonehocker, Dianne Casto, Melanie Felton, Sara Schwerin, Tiffany Skaggs, Rebecca Ausman, Vickie Parker, Gladys Movall, Mike Stiehl, Jillian Herink (staff), Robert Endriss & Jay Horn (invited visitors - Denman & Company audit firm, attended for portion of morning)

Regrets: Brandy Smith, Whitney Fink, Angela Schrod, Allison Pattee, Angela Lensch, Kristy Liechti,

TOPIC	PERSON RESPONSIBLE
<p>Call to Order @ 9:04</p> <p>Agenda Approval</p> <p>Consent Agenda: Board Reports, ED Report; Oct. Exec. Comm. Mtg. Minutes, July Bd. Mtg. Minutes, Updated Human Resource Policies and Financial Policies, Job Descriptions, Membership Numbers</p> <ul style="list-style-type: none"> ● Pulled Rolling Prairie’s report to discuss ‘Advocacy:101’ and lack of HPIO practices contained within (not bi-partisan and was more “democrat” vs. “republican” in terms of “good” vs. “bad”) <ul style="list-style-type: none"> ○ Edits to the training were made over time, so the issue could have been addressed already; if not, it will be looked into 	<p>Miranda Niemi, President</p> <p>Agenda: M: C. Bergman S: R. Ausman Approved</p> <p>Consent Agenda: M: C. Abbe S: D. Kennebeck Approved</p>
<p>Leadership Activity</p> <p>Board Position Review - what is your role and responsibilities as a Governing Board Member?</p> <ul style="list-style-type: none"> ● As a new annual year for Iowa AEYC begins, the Board heard from President, Miranda Niemi, about the roles and responsibilities of each position on the Iowa AEYC Governing Board. ● Review HPIO & President-Elect/Past President roles to check for gaps/overlaps in terms of ballots/elections ● Crystal will chair an ad hoc committee to review/update job descriptions in the coming months, seeking Board approval when done 	<p>Miranda Niemi</p>
<p>HPIO Activity</p> <ul style="list-style-type: none"> ● HPIO Chair, Donna Kennebeck shared a book called <i>Families Can</i> related to all types and characteristics of families ● Likely need a DEI+B section on our new website 	<p>Donna Kennebeck, HPIO Chair</p>

<p>Treasurer's Report – 1st Quarter and Year-to-Date Financials</p> <ul style="list-style-type: none"> ● Balance Sheet <ul style="list-style-type: none"> ○ Assets = \$757,785.34 ○ Liabilities = \$430,148.96 ○ Equity = \$327,636.38 <ul style="list-style-type: none"> ■ If we closed our doors today... <ul style="list-style-type: none"> ○ Liabilities & Equity = \$757,785.34 ○ West Bank Line of Credit = \$310,000.00 (needed and utilized) ● Budget to Actual (25% for 1st Qtr.) <ul style="list-style-type: none"> ○ T.E.A.C.H. Copays - 59% (maybe a little higher) = fall semester ○ Conference Revenue - 0% (realized in October, one day after 1st Qtr. Report) ○ Awards and Grants - 78% (Institute awards hit 1st Qtr.) ○ Postage & Shipping - 39% (Institute Boxes) ○ Advertising and Marketing - 60% (TEACH/WAGES frontloading) ○ Board Expenses - 76% (Retreat) ● Total Income = 26.73% ● Total Expense = 26% ● Net Income = \$200,746.00 (43%) - that will dwindle based on contract issuance and ebb and flow of a quarterly system by Iowa AEYC but not by its many funding partners/streams ● I reviewed, as always, credit card statements and they're in line with past practice. When a bill is received it's immediately paid off so the interest rates don't affect us greatly. ● Your <i>most important part</i> of being a Governing Board Member is to be fiduciarly responsible - that means the audit that is coming up later 	<p>Dr. Brian Kingrey, Treasurer</p> <p>Treasurer's Report: M: R. Ausman S: D. Casto Approved</p>
<p>Affiliate Council Update</p> <ul style="list-style-type: none"> ● NAEYC Affiliate Advisory Council Member, Dr. Melanie Felton shared the AAC has an upcoming meeting. Three new members joined in June and onboarding/mentoring has occurred. Continued focus of DEI+B is the work of the Council at this moment in time. ● Melanie wrote an article for the Affiliate Newsletter related to emerging leaders... leading others to question what they're doing to support those potential leaders; communication is key - upward within the organization and downward to the grassroots level. ● Cleveland, OH for PLI in June '22 is slated to happen and was budgeted by NAEYC 	<p>Dr. Melanie Felton, NAEYC Affiliate Advisory Rep</p>
<p>Review the Audit</p> <ul style="list-style-type: none"> ● Denman & Company reviewed the FY '21 audit with the Governing Board. <ul style="list-style-type: none"> ○ Clean Audit - highest level ○ Cash is up from previous years ○ Website will depreciate over time and was a "note" in our audit ○ Payroll was also a "note" in our audit <ul style="list-style-type: none"> ■ June's payroll is paid in July, which crosses fiscal years; this change has been mentioned in the past, it was finally enacted this year ○ Total Assets - \$504,655; \$21,000 over prior year ● Federal Single Audit is required when your budget exceeds \$750,000, which ours does ● 990 Form "narrative" portion needs updated; it has been 15+ years 	<p>Denman</p> <p>FY '21 Audit: M: L. Stonehocker S: S. Schwerin Approved</p> <p>Sign 990: M. L Stonehocker S. D. Kennebeck Approved</p>

<ul style="list-style-type: none"> Once approved here today, and by the Audit Committee that moved it forward to this point, Denman and Jillian will sign off and file our 990 tax forms by the November 15th deadline 	
BREAK	
<p>Family Engagement Update</p> <ul style="list-style-type: none"> Crystal Abbe, Vice President, introduced Katie McKenzie, the new Family Engagement Chair Katie is a former kindergarten teacher, trains for CCR&R, works with ECI-funded projects, and is excited for this new opportunity 	<p>Crystal Abbe, VP, prior Family Engagement Chair</p> <p>Katie McKenzie, Family Engagement Chair</p>
<p>Finance Committee Update</p> <ul style="list-style-type: none"> "Pledge Card" Survey sent out from Office - about ½ responded (100% would be better) Committee will work from there based on answers provided, as well as bigger ideas related to donations, grants, and planned giving 	<p>Dr. Brian Kingrey, Finance Committee Chair</p>
<p>Membership Committee Update</p> <ul style="list-style-type: none"> Catherine is creating a one-pager regarding membership and its benefits An upcoming meeting will be held with the group 	<p>Catherine Berman, Membership Chair</p>
<p>Play Committee Update</p> <ul style="list-style-type: none"> Seeking new play coaches; two new ones have joined and are training STEM Grant application will be sought in the coming fiscal year Requests for fall training experiences Rescheduling/Scheduling sessions put on hold during COVID Vickie Parker created a course on Play through the AEA for credit Training for pediatricians is done and ready to send out Completed a play experiences through a grant Funding sources are being sought for trainers New trainers needed statewide; seek out new trainers and send their names to Dianne; 2 coaches are needed per play experience 	<p>Dianne Casto, Play Chair</p>
<p>Public Policy Update</p> <ul style="list-style-type: none"> Reviewing public policies currently; no significant changes coming this year Jillian and Ashley participated in the Iowa Child Care Coalition Common language around PP has taken years, but is moving in the right direction Moving the Needle on Compensation report is something Leslie would like to incorporate into PP Build Back Better Plan from the Biden Admin - opportunities coming forward for Membership participation to sign on to letters, attend legislative forums, etc. PP Forum in D.C. is planned, but not clear on virtual vs. face-to-face Speak "purple" vs. red and blue (republican/democrat) 	<p>Leslie Stonehocker, Public Policy Chair</p>
<p>Workforce Advisory Update</p> <ul style="list-style-type: none"> Rollout of statewide TEACH/WAGE\$ Pay for public school district substitutes is likely to outpace child care salaries and hurt the workforce 	<p>Tracy Ehlert, Workforce Advisory Chair</p>

LUNCH	On your own
<p>Strategic Planning Discussion - Follow-up from Retreat in July</p> <ul style="list-style-type: none"> We identified 3 goal areas at the July Retreat <ul style="list-style-type: none"> Goal 1 = High-quality DAP Goal 2 = Visible Organization Goal 3 = Governing Board Pipeline In July 2022 we will develop a new Strategic Plan 	Miranda Niemi, President
<p>Break-Out Groups</p> <ul style="list-style-type: none"> Goal 1 Work = DAP - search work that has been done to see what Iowa can mimic and/or use Goal 2 Work = Visibility one-pager letting people know who we are and what we do; postcard options to target groups/audiences; accessible resources available Goal 3 Work = Share personal stories/bios; share in the Weekly one Member at a time; picture with bio; about ½ a year's worth of stories to build up the pipeline; invite people to GB meetings - 5 or 6 each quarter; build-up relationships with specific regions that are struggling; pair with CCR&R regions; DEI on Board and ballot; self-assessment of Board to identify barriers inadvertently put in place (DEI or otherwise) 	Group Lead
BREAK	
<p>Chapter Share Out</p> <ul style="list-style-type: none"> East Central - networking meeting in the works Family Child Care - first virtual meeting coming up, survey members Green Valley - N/A Mid-Iowa - monthly meeting with <u>student</u> attendance; project approach; reaching out to Institute award winners Mississippi Rock - N/A North Central - survey: leadership, networking, training Northeast - N/A North Iowa - local conference planning - Nov. 6 - 80 enrollment cap Prairie Rivers - N/A Rolling Prairie - may try virtual meetings to get participation; WOYC plans; legislative visit in the works to Dawn Johnson's center in Centerville Siouxland - N/A Southeast - working on involvement and leadership Southwest - N/A West Central - N/A Western Plains - N/A 	Chapter Representatives
<p>Executive Director Updates</p> <ul style="list-style-type: none"> Moving the Needle report sent out Cares Source Grant - voting through Oct. 28th WAGE\$ - continue to promote - it's free money! CDA PDS - need more PDS for CDA work Agenda - survey for Juicebox - please fill it out New Office Location Search - looked at 3 so far; need 7500 sq. ft. Tony Lacy donations = 3 memberships available Membership Numbers - fairly consistent - 1,125 current as of 9/30/21 Fiscal - continue to budget conservatively to gain net income to where we can borrow from ourselves vs. the credit line 	Jillian Herink, Executive Director

<p>Individual board member</p> <ul style="list-style-type: none"> a. celebrations b. other announcements c. comments/questions 	
<p>Think about what are your take-back messages, and agenda items for the next meeting.</p> <p>THINK ABOUT...</p> <p>What will you do with what you learned/heard today? Who will you share it with? Where do we go from here?</p> <p>**Adjourn no later than 3:00**</p> <p>Motion to adjourn:</p> <p>M: B. Kingrey</p> <p>S: G. Movall</p> <p>Approved</p>	<p>Miranda Niemi, President</p> <p><u>Upcoming dates for your calendars:</u></p> <p>NAEYC 2021 Annual Conf. (Virtual)- Nov. 6-9 (2022 11/16-19 Washington, DC)</p> <p>Public Policy Forum TBD</p> <p>WOYC-April 2-8</p> <p>Iowa AEYC Spring Institute-April 29-30</p> <p>PLI- June 12-15, 2022 Cleveland, OH</p> <p>Iowa AEYC Fall Early Learning Institute 9/29-10/1 2022</p> <p>Membership Meeting 09/30/2022</p>