

MINUTES

IOWA AEYC GOVERNING BOARD MEETING

Friday July 22 from 8:30 a.m.-4:00 p.m. & Saturday, July 23 8:30 a.m.-3:30 p.m.
 Holiday Inn Hotel and Suites, 4800 Merle Hay Road, Des Moines, Iowa 50322.

Iowa AEYC promotes high quality early learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

	TIME	PERSON RESPONSIBLE	TIME LIMIT	ACTION REQUIRED, ROLE OF BOARD
	FRIDAY July 22, 2022 SALON A			
8:30-9:00	Breakfast networking and set up meeting space In Attendance: Brandy Smith, Jillian Herink, Brenda Loop, Dianne Casto, Miranda Niemi, Donna Kennebeck, Brian Kingrey, Gladys Movall, Kelsey Anderson (guest), Tiffany Skaggs, Catherine Bergman, Pat Dautremont, Anne Michel, Rebecca Ausman, Mike Stiehl, Tracy Ehler, Marc Elcock (guest), Anne Geiger, Katie McKenzie, Sara Schwerin, Mike Stiehl, Crystal Abbe. Saturday: Jennifer Wright (guest)	Board members who arrive early / Staff	30 min.	Assorted breads and yogurt and Coffee/tea
9:00-9:15	<ol style="list-style-type: none"> 1. Call to Order - Welcome, introductions. Introduction of Guests. Individual Board Member celebrations. Expectations for board members. Agenda additions, if any. 2. Agenda Approval: Motion to approve the agenda by Catherine, Brian seconded. Motion approved unanimously. 3. Consent Agenda Approval: <i>board member reports, executive director report, minutes to executive committee meeting, minutes to board meeting, board resignations, Adult Educator (PD) Policy, and membership report.</i> Motion to approve the consent agenda by Brian and seconded by Gladys. Motion approved unanimously. 	Miranda Niemi, President In our discussions, please remember our focus on being a HPIO. Pgs. 1-5 Any items need to be removed from the consent agenda? Please read all the consent agenda before coming to our meeting. Pgs. 7-58	15 min.	Team building and strengthening our relationships. Approval of agenda needed Approval of consent agenda needed

<p>9:15-9:45</p>	<p>Opening Activity-Five Elements of Collective Leadership book from NAEYC was shared by Miranda. The book considers learnings from the field and how it's time to start thinking about how we can better work together. What does it mean for leadership and what is leadership? To really be a leader, you need a team around you that is working together. This lends itself well to this weekend's work around strategic planning and chapter restructure. Collective Leadership as defined by this book is a group of people working together toward a shared goal. Does this work meet our goals? Shared responsibility and decision making. Trust, shared power, accountability and shared learning are all required. Chart shared by handout with comparisons of traditional and collective leadership.</p> <p>Reflection Questions:</p> <ul style="list-style-type: none"> • How is the idea of leadership as a process similar to or different from your own ideas about leadership? • What do you think are some things you might see in your "leadership" journey? What would group members be doing? How would they interact? • How do you feel about your own leadership potential when you consider leadership as a process rather than a skill, gift or talent that one "leader" holds? <p>Brian shared from the principles of DAP previously being either/or and now it's more both/and. There are things on this agenda that require both types of leadership. Example of Miranda being appointed as HPIO for the first time and lends itself to a collective lens especially at the board level. Jillian shared about the similarities between collective leadership and servant leadership. Being able to put policy and practice toward mission and vision. Miranda shared about the intimidation in assuming the presidency role but the executive and governing boards provide the needed support. It's collective because the burden isn't just on one person.</p> <p>4. Annual Board Evaluation –walkabout was completed with red, yellow and green post-its. Jillian will take all the comments and put it together into a spreadsheet. It will be used by Brandy and Jillian as we move forward with future meetings. Donna shared a reflection that there were no instances of both green</p>	<p>Miranda Niemi, President</p>	<p>30 min.</p>	<p>Board education</p>
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	<p>and red in the same area indicating we're more on the same page right now than previously. Brian shared that people's time on the board influences how they rate the different categories. The large survey done every 3 years has length of time on the board as one of the questions to hopefully reflect that learning grows over time on the board.</p>			
<p>9:45-10:05</p>	<p>5. HPIO Activity-Donna shared about the work over the last few years considering diversity, implicit bias and work with an equity lens at the board level. The next logical step is to look at allyship. The toolkit itself is mostly with a gender lens but it can be used over different lens' as well. We will use this binder over the next 4 meetings. What does it mean to be an ally? It's a verb, an action. A lot of work is about learning but this is beyond that with what you are going to do to change things. A lifelong process of building relationships based on trust, consistency, and accountability with marginalized individuals and/or groups of people. It's hard work to understand that most of us in the room have privilege. It's not just about having access to money. Then taking ownership of the fact that you can change things systemically.</p> <p>A-always center on the impacted</p> <p>L-listen and learn from the oppressed</p> <p>L-leverage your privilege</p> <p>Y -yield the floor</p> <p>Examples shared of times allies can act and why allyship is important. Traits of effective allies were shared. Donna shared a number of books: The Absolutely True of Diary of a Part-Time Indian, George, How to be an Antiracist, The Hate U Give, The 1619 Project. Conversations regarding having books available that are reflective of the children being served, having families tape book reading in other languages, and diversity in toys and books in settings where children are present. Sharing about using libraries as a resource. Banned book week is coming up in September. Gladys shared about the difference between being viewed as ultra-sensitive versus being unwilling to accept how someone is treating you. Anne also shared about the local AEA's are a great resource too.</p>	<p>Donna Kennebeck, HPIO Chair</p> <p>Pgs. 59-82</p>	<p>20 min.</p>	<p>Networking and building relationships</p>

10:05-10:20	<p>6. Treasurer's report – End of Year Financials</p> <p>Balance Sheet-Brian reviewed the balance sheet. Assets and liabilities balance at \$813,195.27 as of June 30 but not final fiscal year figures yet. Net income \$563,664.10 and total equity at \$690,554.01.</p> <p>Brian reviewed the FY21 budget to date (pg 85 in board packet). Budget to Actual is not final yet as auditors have come but the final review has not been completed. Interest income at \$23 which is a small amount but this is the first fiscal year with interest income. Look at things that are over 100% like sponsorship revenue at 119%; this line item didn't exist five years ago. No fundraising was budgeted but there was income in this category from WOYC and Giving Tuesday campaigns; everything else is classified as donations. Conference revenue was more than double the budget. Overall, at 102% for income. Advertising and marketing went well over budget but that is tied to the marketing of the \$7 million in T.E.A.C.H. Evaluation was only at 1% because there was no required evaluation scheduled to occur in FY22. Overall at 101% for expenses. One question about TEACH/WAGE\$ budget and conversation regarding programs either not being aware of those programs but also directors with unclear understanding of how much work is involved in accessing the program and funds. Motion by Donna to accept the FY22 budget and seconded by Dianne. Motion accepted unanimously.</p>	<p>Dr. Brian Kingrey, Treasurer</p> <p>Jillian Herink, Executive Director</p> <p>Pgs. 83-85</p>	15 min.	<p>Governance and oversight.</p> <p>Action needed</p>
10:20-10:40	<p>7. Amended FY23 Budget – review Approved Preliminary Budget from April with actuals in place on the right side of the handout. Brian highlighted the miscellaneous income line item which is currently IDPH Professional Development funds. Contract income is reduced from what was originally presented based on the contract that arrived. This affected ECQuIP, Farm to ECE and ECI PD. Total gross income now projected at \$13,085,457 (\$2.5 million more than the estimate from April, 2022.) The budget was about \$3 million five years ago and the 2009 budget was about \$100,000. Tony Lacy line item was removed as well as promotional sales. Play was moved into Miscellaneous Income. In the expense area, wages for staff changed from the preliminary budget because of pay rate adjustments made effective July 1. Professional fees changed because some of the funds went to the T.E.A.C.H stipend line. No evaluations are</p>	<p>Dr. Brian Kingrey, Treasurer</p> <p>Jillian Herink, Executive Director</p> <p>Pg. 86</p>	20 min.	<p>Governance and oversight.</p> <p>Approval needed</p> <p>Action needed</p>

	<p>planned for FY23 so that line item is blank. Total expenses \$12.2 million. The difference between revenue and expenses will be used toward reserve. Motion by Sarah to accept the FY23 budget and seconded by Gladys and third by Katie. Motion accepted unanimously.</p>			
10:40-11:00	<p>8. Investment Policies discussion-Jillian shared that the investment policy will be brought to the governing board in October. The plan is to be able to invest \$50-75K given that a large operating reserve is needed so no loans or lines of credit are needed to cover expenses before they're reimbursed. Catherine shared how nice it is to have a reserve now and not struggle to finish out the fiscal year. The finance committee is led by the Treasurer. Other roles that are required are being considered. Length of terms are also being discussed. Volunteers are needed for the remaining roles. The goal is to meet quarterly as financial statements are received from the vendor chosen.</p>	<p>Dr. Brian Kingrey, Treasurer</p> <p>Jillian Herink, Executive Director</p>	20 min.	Board direction setting.
11:00-11:25	<p>9. PLI Share out</p> <p>In June, 5 members of the executive board went to Cleveland along with some staff of Iowa AEYC. Affiliate day was a pre-conference day. Miranda, Brenda, Brandy, and Brian shared about the sessions that were attended. Brandy shared about a book she purchased Who Do We Choose to Be by Margaret Wheatley at PLI.</p> <p>Tiffany shared about the NAFCC conference she went to. California had just passed medical coverage via a union. Another session was about considering yourself as in the business for money not because of the kids.</p>	<p>Miranda Niemi, President</p> <p>Dr. Brandy Smith, President Elect</p> <p>Dr. Brian Kingrey, Treasurer</p> <p>Brenda Loop, Secretary</p> <p>Jillian Herink, Executive Director</p>	25 min	Board education
11:25-12:00	<p>10. New Staff Introduction</p>	<p>Jillian Herink, Executive Director</p> <p>Jana McCann Roberta Wendelboe Haley Maffin Mackenzie Johnson Kayla Hunziker Tierney Sothman</p>	35 min.	Networking and building relationships
	<p>11. Affiliate Overview-The Affiliate Council is a group of 15 and they planned the leadership</p>	<p>Brian Kingrey in Melanie's Absence</p>		

	<p>day from PLI. The Council had not met in person for more than 2 years. Three members went off in June of 2021 and new members came on. Melanie Felton is a representative from Iowa AEYC on the Affiliate Council now. At the NAEYC level, they're now referring to DEIB (added Belonging). It was difficult to write a position statement for NAEYC over Zoom. The goal of the affiliate council changed at the reorganization in 2017. They are no longer a decision maker, but a group to make recommendations to the NAEYC Governing Board. Three recommendations were made over the last year. 1-want to make sure NAEYC consistently and intentionally involves diverse voices in strategic planning. 2-to continue the equity survey which was sent so far to BIPOC populations and 3-the council recognizes and supports reducing confusion around HPIO. NAEYC is recommending that affiliates change from HPIO to DEIB, but that is up to each affiliate. Brian helped facilitate the process to update the nominations and elections procedures. Brian also facilitated this year's round of new appointees because neither of the 2 co-chairs were able to participate. When opportunities come up for people at this table to participate at the national level, do it! We like having representation from Iowa at the national level.</p>			
12:00-12:45	LUNCH- Bennigan's Room		45 min.	Networking and building relationships
12:45-1:00	<p>12. Elections and Upcoming Vacancies-Brandy shared that she has taken the document that Pat had created for filling vacancies and has added more to that document with a good timeline laid out. The formal changes will be shared at the Fall Institute and Miranda will be leading in her new role of Past-President. Elections will begin in January/February 2023. Positions that will be available include: President-Elect (must have been on governing board for 2 years at some point, not consecutively), Vice-President (does not have to have governing board experience), Secretary (does not need governing board experience), appointed positions include HPIO Chair, Workforce Advisory Chair, Membership/Recruitment Chair, Public Policy</p>	Dr. Brandy Smith, President Elect.	15 min.	Governance and oversight.

	<p>Chair, and Play Committee Chair. Job descriptions for these positions are online for review. There were also discussions regarding term limits. It is challenging for continuity when a president just gets up to speed and then goes to past-president. A proposal for term limits will be brought to the governing board in October. The goal is not to pause by-laws in order to implement these changes.</p>			
1:00-1:20	<p>13. Fall Institute Awards</p> <p>Children's Champion, Educator of the Year, and Emerging Leader are the categories that have received nominations. Ballots were distributed and counted by Anne.</p>	<p>Miranda Niemi, Board President</p> <p>Pgs. 87-112</p>	20 min.	Building relationships
1:20-1:30	BREAK	Transition Break	10 min.	
1:30-4:00	<p>14. DNA of Dynamic Boards-Dan has lead non-profits, board roles with Missouri Board of Non-Profits, and the Center for Non-Profit Leadership in Springfield, MO. Over time that morphed into a Master's Degree program. Then approached by BKD, a national CPA Advisory firm to do board training, strategic planning, etc. BKD acquired DHG a few months ago and is now Forv/S (Forward Vision) @Dan_Prater on Twitter or on Linked In danprather</p> <p>Life Cycle of Non-Profit Organizations: Infancy, Toddler, Adolescent, Prime, Stable, Aristocracy, and Bureaucracy. Slides shared for each of these 7 stages. The age of the organization does not reflect the state they are in.</p> <p>Starting-Point Truths-there is no one-size-fits-all for all organizations including Boards, but there are best practices. And finally, all organizations experience a metamorphosis that requires fine tuning or a major overhaul.</p> <p>Myths-People know what to do on boards, how to be a good board member and know how to be engaged. Serving on one board qualifies you to serve on another board. Being successful in the for-profit world means you'll be successful in helping a non-profit. A book called Pollyanna Principles was referenced. Governance is the act of leading,</p>	<p>Dan Prater, Senior Managing Consultant, BKD</p> <p>DNA of Dynamic Boards</p>	2.5 hrs.	Board education

	<p>guiding, and making decisions on behalf of the community.</p> <p>Non-profit Governance only has 3 roles: foresight, oversight, and insight.</p> <p>Board members are legal representatives of the organization. If the organization is sued, you can be sued also. The board has to have liability insurance.</p> <p>Three legal responsibilities of boards: Duty of Care, Duty of Loyalty, and Duty of Obedience. (Need to look at by-laws on a regular basis.)</p> <p>Five W's-Want, Willingness, Wisdom, Wallet, Wallop</p> <p>8 Core Responsibilities: Lead the organization (set mission, vision and values), Establish policies (Enterprise Risk Management), Secure essential resources, Ensure effective resource use, Lead and manage ED, Engage with community and constituents, Ensure and enable accountability, Ensure board effectiveness (orientation to new board members from ED and board chair)</p> <p>Signs of Dysfunctional Board-personal agenda before mission, disregard of duties, 20/80 workload, rubber stamp, delays succession planning, tolerates poor performers, secret meetings, no follow up on strategic plan, micromanages CEO, lack of respect</p> <p>Board Advocacy-education vs. lobbying</p> <p>Six traits of engaged boards</p> <ul style="list-style-type: none"> • Understand the case for support • Are willing to give time and resources including \$ • Are educated on development and trained in making the ask • Are active in planning, execution, and evaluation of development efforts • Take time to identify, cultivate and recruit donor prospects and new board members • Know the fundraisings isn't just a staff function 			
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4:15-4:45	Tour of Iowa AEYC Office	6200 Aurora Avenue, Urbandale Iowa		Networking & Building Relationships
	Cocktails and Socializing-Bennigan's			
6:00	Dinner-Bennigan's Room			
	SATURDAY July 23, 2022 Bennigan's Room			
8:15-9:00	15. Breakfast networking and set up meeting space	Volunteers who arrive early / Staff	15 min.	Breakfast
9:00-9:20	<p>Opening Activity-Introductions</p> <p>Motion to suspend yesterday's meeting by Brian and seconded by Gladys</p> <p>Motion to reinstate meeting today by Brian and seconded by Gladys</p> <p>Brandy shared a story about her current role as an Early Childhood Special Education Consultant. She referenced a book called Forever Boy and read an excerpt. Has there even been something you have done professionally because it has always been done that way? What would you change? What would need to be considered to do this? Small group discussion and share out to the larger group.</p>	Brandy Smith, President Elect	20 min.	Board direction setting
9:20-9:30	16. BREAK	<p>Transition Break (AND Time to complete your pledge card)</p> <p>Pgs. 113-115</p>	10 min.	Networking and Building Relationships
9:30-12:30	<p>17. Strategic Planning: Creation of a Clear Path Forward</p> <p>Your organization should frequently return to your mission, vision and values. Dan shared some graphs and statistics about Iowa compared to the national in population, education, poverty level, reading and math proficiency. Strategic planning implies that some organizational decisions and actions are more important than others. The goal of the whole strategic planning process is clarity through commitment, credibility and</p>	Dan Prater, Senior Managing Consultant, BKD	3 hrs.	Board education, governance and oversight, board direction setting,

	<p>communication. 13,807 non-profits in the Des Moines metro and 44, 481 in Iowa. Strategic planning questions: who are we, where are we now, where do we hope to go, how will we get there, (missing last one). TSA-Think Strategize Act</p> <p>Strengths: Dedicated staff members Partnerships with other organizations Meeting a critical need History of effectiveness and success Knowledge/expertise in the field Financial stability Personalized service to members</p> <p>Weaknesses: Lack of board diversity Lack of staff diversity Public misconceptions about our services</p> <p>Opportunities: Change in political environment/funding New partnerships or strategic alliances Change in economy New or increased programs Change in market demands Expansion into new geographic areas Absence of competitive organizations</p> <p>Threats: change in political environments Loss of major revenue source Increase in our operations costs/expenses Lack of diverse revenue stream Inability to recruit/retain staff</p> <p>Setting areas of key priority: Not everything is a priority Too many priorities confuse and overwhelm Force-rank projects</p> <p>Staff and Board top priorities from survey: Increase community outreach/awareness Communication Board recruitment and development</p>			
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	<p>Expand current programs & service</p> <p><u>Report Out from Groups</u></p> <p>Programs and Services: Evidence Based Practices Diversity 1-Deliberate Outreach 2- Create a more viable statewide structure. Statewide Communication</p> <p>Finance and Fundraising:</p> <p>Fundraising: Increase \$ earned in campaigns</p> <p>Special Events: hold PD across the entire state</p> <p>Consistent Revenue Streams</p> <p>Operations:</p> <p>Leadership Development-define committee/chapter structure</p> <p>Recruitment after committee/chapter structure defined</p> <p>Communication:</p> <p>Social Media-Increased engagement</p> <p>Iowa AEYC Events-increasing participation</p> <p>Community Outreach-increasing partnerships</p> <p>Publications-increasing type of publications</p> <p>Book Recommendations: Lean Impact by Ann Mie Chang and The Advantage by Patrick Lencioni</p> <p>Tactics and action steps using smart goals</p>			
12:30-1:00	LUNCH-Bennigan's Room		30 min	
1:00-1:30	18. Strategic Planning/Board Training; Take Away and Next Steps	Miranda Niemi, Board President Brandy Smith, President Elect	30 min	Board direction setting
1:30-2:30	19. Chapter Structure Discussion-Some responses were received by Miranda with the survey about chapter restructure. This was first brought up about a year ago when some chapters were really struggling and at the April governing board there was not a quorum. Both of those things led us back to more discussion about chapter structure. Consideration of going to interest areas versus geographical chapters. What is the	Executive Committee	60 min	Board direction setting

	<p>goal for a chapter? Some states have no chapters, some have geographic based and some are interest areas. Given the size of our affiliate membership, feeling like chapters are needed. Local connections, support, outreach, and professional development were all mentioned as benefits of chapters.</p> <p>Miranda shared all the survey responses she received for possible Board Representation and additional options were added. Each board member chose their top 6 that they thought should be represented on the board.</p> <p>Miranda shared the possible interest groups that people shared via the Google survey and board members chose their top 6 preferences. The top 6 vote getters were DAP, Leadership, advocacy social emotional, student, administration and then FCC which already exists. Could be a home base based on your role with additional buckets on another level with mixing of the home base roles.</p> <p>Email Miranda if you are interested in participating in an Ad Hoc committee.</p>			
2:30-3:00	<p>20. Executive Director Updates</p> <p>August 25 will be a No Small Matter viewing including a panel discussion. Discussion on the 2 keynote speakers at the Fall Institute. Next year's institute will be back at Prairie Meadows. New office furniture will be arriving in August. New website anticipated by mid-September including a calendar area. The new format for the Impact Report was discussed. Pam Mahoney has retired. Krista will be doing the same work but under ISU instead of Iowa AEYC now. T.E.A.C.H. and WAGE\$, keep promoting! Kudos to Anne on the Impact Report design. Congrats to Miranda on completing her 2 year term as Board President.</p>	<p>Jillian Herink, Executive Director</p> <p>Pgs. 34-36</p>	30 min	Board education
3:00-3:15	<p>Close out the Retreat</p> <p>Closing questions:</p> <ol style="list-style-type: none"> (1) What are 3 things to take back to your chapter? (2) What inspired you throughout our 2 days together? (3) What do you think we should work on at the next Governing Board meeting? Agenda ideas or items we need to add for more discussion. <p>*Reminder to complete your mileage and meeting evaluation</p>	<p>Miranda Niemi, President</p>	15 min.	Networking and building relationships. board direction setting.

	<p>Mileage Form http://www.iowaaeyc.org/lowa%20AEYC%20Expense%20Form%202022_04_20.pdf to patd@iowaaeyc.org (mileage will be paid for trips to and from the GB Retreat for both days at .39/mile)</p> <p>Meeting Evaluation: https://www.surveymonkey.com/r/GovBdRetreatEval2022</p> <p>Motion to adjourn by Brian and seconded by Catherine. Motion passed unanimously.</p>			
	<p>Upcoming Events</p>	<p>Miranda Niemi, President Pg. 116</p> <p>NAEYC EVENTS</p> <p><i>11/16-19/2022 ANNUAL CONFERENCE (WASHINGTON DC)</i></p> <p><i>2/26-28/2023 PUBLIC POLICY FORUM (WASHINGTON DC)</i></p> <p><i>4/15-21/2023 WEEK OF THE YOUNG CHILD</i></p> <p><i>6/4-6/7/2023 PROFESSIONAL LEARNING INSTITUTE (PORTLAND, OR)</i></p> <p><i>11/15-11/18/2023 ANNUAL CONFERENCE (NASHVILLE, TN)</i></p>		<p>2022-23 MEETINGS</p> <p>Iowa AEYC Membership Meeting: <u>Saturday October 1, 2022 7:00-8:00 AM</u> (Hilton Garden Inn)</p> <p>Executive Committee Meetings: 10/15/2022 1/07/2023 4/14/2023 7/07/23</p> <p>Governing Board Meetings: 10/29/2022 1/21/2023 4/22/2022</p> <p>Governing Board Retreat: 7/21-22/2023</p> <p>Spring Leadership Institute 4/28-29/2023 (Hilton Garden Inn)</p>