

MINUTES

IOWA AEYC GOVERNING BOARD MEETING

Saturday, October 29, 2022

10:00 AM -4:00 PM

Iowa AEYC, 6200 Aurora Ave Suite 605E, Urbandale, Iowa 50322

Please RSVP to patd@iowaaeyc.org with your intention to participate if you have not already done so.

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.

In Attendance: Dr. Brandy Smith, Jillian Herink, Miranda Niemi, Jennifer Wright, Dr. Brian Kingrey, Gladys Movall, Dianne Casto, Tracy Ehlert, Kelsey Anderson, Crystal Abbe, Rebecca Ausman, Mike Stiehl, Sara Schwerin, Marc Elcock, Melanie Felton, Tiffany Skaggs

TIME	TOPIC	PERSON RESPONSIBLE	TIME LIMIT	ACTION REQUIRED, ROLE OF BOARD
9:45-10:00	Set up and networking	Jillian Herink, Executive Director	15 min.	Networking and Building Relationships
10:06-10:15	<ol style="list-style-type: none"> 1. Call to Order – Welcome introductions. Agenda additions and today's agenda approval. Expectations for board 2. Agenda Approval: 3. Consent Agenda: Board reports, ED report; Oct. Exec. Comm. mtg. minutes, July Brd. mtg. minutes, Updated Human Resource Policies, Updated Financial Policies, Insurance Information, Job Descriptions, Committee Descriptions, Membership numbers 	<p>Dr. Brandy Smith, President- Welcome</p> <p>In our discussions, please remember our HPIO Guiding Principles</p> <p>Pgs. 1-3</p> <p>Pgs. 5-246</p>	15 min.	<p>Governance and Oversight</p> <p>Motion Item - Approval of agenda needed</p> <p>Motion Item - Approval of consent agenda needed</p>

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Meeting called to order at 10:06 AM. Motion to approve the agenda by Brian Kingrey and seconded by Gladys Movall. Motion approved unanimously. Dianne made a motion to update the Accounting and Financial Policies Procedures Manual page 15 (132), 41 (158), 57 (174), 58 (175), 65 (182) and seconded by Miranda. Motion approved unanimously. Dianne made a second motion to remove editor's notes from the Accounting and Financial Policies Procedure Manual, seconded by Rebecca. Motion by Gladys to approve the consent agenda with updates noted above and seconded by Rebecca. Motion passed unanimously.				
10:15-10:45	4. Review the Audit	Denman representative, Robert Pgs. 247-280	30 min.	Governance and Oversight, Motion Item
The final audit was reviewed by Robert. Page 3 lays out the responsibilities of management. This was a unique year for Iowa AEYC with larger contracts than normal. On page 6, the cash balance was significantly more than the previous year and the line of credit was not utilized because of the higher cash balances. Denman in addition to auditing the books also looks at internal controls. On page 18, those internal control process details begin. Page 23 is the summary with no deficiencies noted in financials or internal controls. In addition to the bound financial report, Robert shared the written letter. That letter would detail if there were any difficulties getting needed information from the staff which there was not. Brian asked if there was any way to get the audit information quicker next year. Robert shared that they are dealing with staff shortages and will strive to get the information to the board quicker next year. Motion by Marc to accept the audit report as presented and seconded by Gladys. Motion passed unanimously. Motion by Brian to file the 990 without an extension and seconded by Crystal. Motion passed unanimously.				
10:34-11:05	5. Leadership Activity- Everyone Fits Somewhere	Dr. Brandy Smith, President	20 min.	Board Education
Brandy welcomed a new board member, Jennifer Wright, who is an instructional coach for Drake Head Start. Jennifer is the co-chair for Public Policy along with Dr. Linda Fitzgerald. Then Brandy introduced the leadership activity to allow board members to get to know each other a little better. The first part of the activity, board members self-identified how they fit within the Department of Education, Department of Health and Human Services, ECI, and/or supporting fields. Then members broke up into groups of 3 to tell each other's stories.				
BREAK				
11:13-11:39	6. HPIO Activity	Dr. Brandy Smith, President Pgs. 281-283	20 min.	Board Direction Setting
Brandy led us through the HPIO Activity.				
11:39- 11:52	7. Special session Executive Meeting – Board Motions	Miranda Niemi, Past President Pg. 284	15 min.	Governance and Oversight Board Direction Setting

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<p>Miranda shared that we had previously discussed at the July retreat about board terms. A work session was held in August specifically about board terms and Miranda shared those discussions. Changing the term of presidency to 5 years (1 year as president-elect, 3 years as president and 1 year as past president) This will lead to one year with no president-elect and no past president. One of the jobs as past president or president-elect is elections so in that one year without those roles, we can make alternate arrangements for elections. This will require a by-law change and a vote by the entire membership. The motion from the Executive Committee was approved by the full board.</p>				
11:52-12:33	LUNCH		30 min.	Networking
12:33-12:47	8. Treasurer's report – 1 st quarter and year-to-date financials	Dr. Brian Kingrey, Treasurer Pgs. 285-287	20 min.	Governance and Oversight Motion Item
<p>Brian shared the balance sheet. Total assets \$891,463.58 and total liabilities \$151,211.02. Total liabilities and equity do balance. The budget to actual statement was shared. Interest income for the year was projected at \$50 and we're already at \$30 in the first quarter. Donations are also significantly more than budgeted. Fundraising and conference revenue is not included in this quarter. First quarter income is \$1,828.540 which is 14% of annual projections. On the expenses side, awards and grants is high because the conference is held in the fall. That expense will not increase throughout the rest of the fiscal year, Advertising and marketing is also above expected because of the fall conference. Business expense (move) is over budget and is expected to grow. This budgeted item was an estimate. The actual expenses will be captured as part of the one-time move. Overall, showing 6% in net income or \$50,639. Motion by Gladys to accept the treasurer's report and seconded by Tiffany. Motion passed unanimously.</p>				
12:47-12:51	9. Appointments and Upcoming Elections	Dr. Brandy Smith,	10 min	Governance and Oversight Board Direction Setting
<p>Brandy led a conversation about where we're heading as a board. Appointments and upcoming elections have been discussed as will remain the same in the next year. The timeline is for discussion today about interest chapters and away from the geographic chapters. Once those are in place, there will be discussion in January about what the leadership will look like. Those leaders will be appointed in April, 2023 and then planning for a retreat in July, 2023. An executive committee will remain as required by our by-laws. The appointed positions were provided in an attachment: Jennifer Wright and Dr. Linda Fitzgerald as Public Policy Co-Chairs, Advocacy Chair Tracy Ehlert, Dianne Casto Play Chair, Katie McKenzie Family Engagement, and Donna Kennebeck HPIO. Catherine Bergman, Membership Chair, has decided to step off the board. There will be 2 elections coming up later this year. Both Brenda and Crystal in the Vice-President and Secretary roles are eligible for an additional term.</p>				
12:51-1:48	10. Restructure discussion - Survey data	Dr. Brandy Smith, President and Miranda Niemi, Past-President Pgs. 288-290	30 min	Board Direction Setting

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<p>One chapter will be Family Child Care. The other 4 chapters were discussed in small groups. Small groups reported out on their idea of the 4 remaining chapters. Expectations discussed for whatever interest areas are decided on including inclusive practices, current events, current local conference/events, assuring state inclusiveness events/in person, intentionally reaching leadership in all areas, elevating partnerships with CCR&R, higher ed, ECI, HHS, AEA, and the Iowa AEYC board. Governing board retreat: DAP, advocacy, social/emotional/PBIS, quality practices were the top ones. Today, the top ones are DAP including Play, leadership and advocacy, quality practices now building quality, social emotional/PBIS/trauma/behavior group with a better name, and family child care. Next steps will be to revisit this in January with what it looks like as boots on the ground. (See additional attachment with counts from governing board retreat, membership survey and 10/29 governing board meeting.)</p>				
Break				
2:02-2:10	11. Strategic Planning Discussion and Next Steps	Dr. Brandy Smith, President and Miranda Niemi, Past-President	30 min.	Board Direction Setting
<p>Jillian shared about the strategic direction document from NAEYC and the companion Iowa AEYC document. We will revisit this topic in January, 2023.</p>				
2:10-2:14	12. Committee Updates - Notable updates from committees	Committee Chairs	30 min	Board Direction Setting Education for Board Governance
<p>Dianne gave an update for the Play group. A play experience training is happening next Saturday in Mason City with 15 people registered. There is a request for a Play experience net March in Northwest Iowa. No report from the finance committee. No report on the Family Engagement committee.</p>				
2:14-2:18	13. NAEYC Affiliate Council update	Dr. Melanie Felton, Ex Officio/NAEYC Affiliate Council Member Pg. 291	15 min.	Board Education
<p>Melanie reported that they are continuing to work on the national surveys. She is working on a language initiative due to a publisher request for more inclusive language. She also described some sessions that will be offered in the future.</p>				
2:18-2:29	14. Pledge Card info and review of Ways to Give	Dr. Brian Kingrey, Treasurer Pg. 292	20 min.	Education for Board Governance
<p>Brian discussed that in July, board members filled out pledge cards about how they intended to give. If you need a copy of what you pledged, ask Jillian. Ways that you can give are a Facebook event and upcoming is Giving Tuesday and also during Week of the Young Child. Giving as a board member could include donating back your mileage or planned giving through PayPal or estate planning. You must fill out the mileage form if you want to donate your mileage back to the agency. Some board members have designated a percentage of their life insurance policy. You can also designate your Amazon Smile account to Iowa AEYC.</p>				

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2:29-3:18	15. Executive Director Updates	Jillian Herink, Executive Director Pg. 29	45 min	Board Direction Setting Education for Board Governance
<p>Jillian typically puts some questions in her board reports so look for those and send your feedback. Anne, Events Planner, will not be returning after her maternity leave. Her job has been posted. Additionally the Communication Coordinator (new position) is also posted. Jamie, Administrative Specialist, will be leaving and her position, we will replace her position and also hire an Executive Specialist to support management and board. The Specialist positions will be posted Next week. . The CDA Navigator positions will be advertised as well and will be remote positions. The two most recent job postings were in a new format that was taken from Texas. Kudos to Jillian and the agency for including the wages that are being offered in the job postings. Some clarification on the differences between Coordinator 1 and Coordinator 2 in the new organizational chart. Coordinator 2's all have direct reporting staff. Comments were good from the Fall Institute and we will be returning to Prairie Meadows for next fall. Jillian would like to find a way to have the vendors separated out somewhere like this fall's was set up and to not have the congestion in the hallways. If board members are in groups that would be interested in presentations about T.E.A.C.H. and WAGE\$, please reach out. Lots of discussion about how the IQ4K transition from QRS and its effect on T.E.A.C.H. and WAGE\$ participation.</p> <p>Mike Stiehl left the meeting at 3:05 PM</p>				
3:18-3:26	<p>16. Think about what are your take-back messages, and agenda items for next meeting. .</p> <ol style="list-style-type: none"> 1) What will you do with what you learned/heard today? 2) Who will you share it with? How? 3) Where do we go from here? 	Dr. Brandy Smith, President	10 min.	Networking and Building Relationships
<p>The timeline is ticking for chapters to close the local bank accounts by April, 2023. Reminder that the January governing board meeting will be virtual. See the dates below for upcoming board meetings and other statewide and national events. Motion by Brian and seconded by Sara to adjourn at 3:26 pm. Motion passed unanimously.</p>				

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3:18-3:26	<p><u>Don't forget to complete and submit:</u></p> <p>Confidentiality, Conflict, and Disclosure form</p> <p>GB Meeting Evaluation</p> <p>**Adjourn no later than 4:00 📅</p>	<p>Dr. Brandy Smith, President</p> <p><u>Upcoming dates for your calendars:</u></p> <p>NAEYC 2022 Annual Conf. 11/16-19/2022 Washington, DC</p> <p>Public Policy Forum 2/26-2/28/2023 Washington, DC</p> <p>WOYC-04/1-7/2023</p> <p>Iowa AEYC Spring Institute-04/28-29/2023 Hilton Garden Inn</p> <p>PLI- 06/04-7, 2023 Portland, Oregon</p> <p>Iowa AEYC Fall Early Learning Institute Pre-Institute 10/5 Institute 10/6-7/2023 Prairie Meadows</p>	10 min.	<p>2022-2023 GB Meetings:</p> <p>1/21/2023 (Virtual)</p> <p>4/22/2023 Iowa AEYC</p> <p>7/21-22 2023- Governing Board Retreat, West Des Moines Marriott</p> <p>10/28/2023 Iowa AEYC</p>