

Iowa Association for the Education of Young Children
Governing Board Meeting

Saturday, January 24, 2015 10:00a.m.-4:00p.m.

Unity Point West Hospital, West Des Moines

The Mission of Iowa AEYC is to serve and act on behalf of the early childhood profession.

TOPIC	DISCUSSION	TIME	ACTION REQUIRED
9:30-10:00 a.m.	Set Up	30 min.	None
10:00-10:15 a.m.	Call to Order – Mary Airy	15 min.	None
<p><i>Celebrations: Coaching teachers, graduate work, college visits with children, field experiences for student placements complete, expectant grandma – 3 on the way, husband’s scans are clean, family, programming excitement, graduations, practicum students, Leadership Fellowship awarding, daughter’s teaching, grandchild arrived this week, T.E.A.C.H. recruitment successes, grandkids in kindergarten, student teacher, vacation in the Caribbean, and new job as director.</i></p>			
10:15-10:30 a.m. 10:17-10:32 a.m.	Agenda Additions and Consent Agenda Approval – Mary Airy	15 min.	Approval of Mtg. & Consent Agendas M: C. Swackhamer S: C. Jones Ruling: Approved
<p>Membership Folders – <i>lapsed members</i> Announcement of Board Positions: <i>Vice President (2 year term) / President-Elect (4 year term)</i> <i>Roles & Functions Report</i> Summer Retreat – <i>Location still being determined</i> 2015 Gov. Bd. Mtgs. April 18, July 10-11, October 24</p>			
10:30-10:45 a.m. 10:32-10:45 a.m.	Treasurer’s Report – Tom Rendon	15 min.	Approval M: M. Lukas S: J. Brown Ruling: Approved
<p>2nd Quarter Financials (Oct. 1 – Dec. 31)</p> <p><i>Board Members should view the first quarter financial report in terms of 50% of the total budget being expended at this point in the year.</i></p> <p><u>Income</u> <i>Contracts are lower than 50% for the current year, but will be spent at its 100% budgeted amount once participants are billed; it’s a fluid system in terms of semester billing. Investment is not doing so well; the current amount is near \$1,000.00.</i></p> <p><u>Expenses</u> <i>Staff/Board Travel & Meeting is low at this point, but that is due to most travel and training in the second half of the fiscal year.</i></p> <p><u>Balance Sheet</u> <i>Total Assets = 226,679.75</i></p>			

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Total Liabilities & Equity = 226,679.75

Total Equity = 77,892.71 – the Organization is healthy.

10:45-11:00 a.m. 10:45-11:05 a.m.	WAGE\$ / T.E.A.C.H. – Ashley Otte, T.E.A.C.H. Program Coordinator	15 min.	Governance
Monitoring Process for WAGE\$ and T.E.A.C.H. <ul style="list-style-type: none"> licensed programs through Child Care Services Association in NC process is in place to guarantee programs are operating as intended strengths and areas of improvement were provided by the CCSA staff worked collaboratively to complete the reports and to complete strategic planning in regard to where the programs should next go WAGE\$ - 1 day T.E.A.C.H. – electronic submission Advisory Committee provided input to the staff for the reports Governing Board is responsible for the ultimate compliance related to each program even though staff and Exec. Dir. oversee them 			
11:00-11:30 a.m. 11:00-11:26 a.m.	Public Policy Agenda for 2015 – Leslie Stonehocker, Public Policy Chair	30 min.	Advocacy & Leadership Approval M: T. Rendon S: H. LaBounty Ruling: Approved
Quality Programs Quality Workforce Every Child Counts legislative priorities (Sheila) <ul style="list-style-type: none"> Exec. Board, Public Policy Chair, and Exec. Dir. have all reviewed and revised Day on the Hill – March 5 (a.m. only) Wallace Building and then at the Capitol <ul style="list-style-type: none"> Past focus has been on contracted services New focus is to “sell the system” of early childhood in terms of the state’s needs Webinar February 10th (9-11 a.m.) to address how to conduct legislative discussions Dr. Annie McGuire – brain development Public Policy in D.C. – March 8-10 <ul style="list-style-type: none"> Leslie, Leann, Tom, and Brian from Board 2 others will attend as well – Burlington & Quad Cities NAEYC suggested a team of 6 from each state – newcomer, experienced, veteran participants 			
11:30 a.m.-Noon 11:31-11:55 a.m.	Executive Director Review – Cathy Swackhamer, Vice President Exec. Dir. Annual Review (motion 1) Increase in Salary for Exec. Dir. @ 5% (motion 2)	30 min.	Governance & Oversight Approval M: C. Swackhamer S: P. Emerson Ruling: Approved M: C. Swackhamer S: M. Lukas

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	Increase in Salary for Staff (motion 3) (based on hire date; 3, 4, or 5%; and due at time of annual review and performance thereof)		Ruling: Approved M: C. Swackhamer S: H. LaBounty Ruling: Approved
<p><i>Surveys were sent out to Board Members, Executive Board, and Staff. Evaluations received were about the same as last year (about ½ of all members); comments speaking to the nature of the score were much more prevalent.</i></p> <p><i>Scores were averaged; most were 3s and 4s. Board Members' comments/scores were similar to Staff Members'.</i></p> <p><i>President, Vice President, and Past President discuss the evaluation; Barb provides goals for herself. Executive Committee met in December and results were considered to be in the "excellent" range.</i></p> <p><i>Discuss future evaluation processes: complete evaluation at a board meeting, send out to former board members, check date of evaluation procedures, and have Exec. review evaluation procedures in one of its meetings.</i></p>			
12:00-12:30 p.m.	Lunch Break	30 min.	None
12:30-1:00 p.m. 12:35-1:04 p.m.	Leadership Fellowship 2015 – Mary Airy	30 min.	Discussion
<p><i>What's needed to improve the process?</i></p> <p><i>Rubric?</i></p> <p><i>Timing of the Year?</i></p> <p><i>Review Team?</i></p> <p><i>What is sent to applicants?</i></p> <p><i>Marketing?</i></p> <p><i>Suggestion from Exec. – send out in April/May to accommodate those who may not work in the summer and therefore not check their email.</i></p> <p><i>Notify in summer but still announce at Fall Institute</i></p> <p><i>Conference call may be needed between now and April's meeting</i></p>			
1:00-2:00 p.m. 1:04-2:20 p.m.	NAEYC's Leadership Day – Mary Airy	60 min.	Board Training
<p>Engaging New Members (a follow up from Sarah Sladek's presentation at NAEYC's Leadership Day)</p> <p><i>NAEYC Membership</i></p> <p><i>Iowa AEYC Membership – PD / Make a difference / Connect or Network (top three answers for membership)</i></p> <ul style="list-style-type: none"> <i>Iowa's membership is increasing while others around the nation are declining</i> <p><i>Iowa AEYC Perspective</i></p> <p><i>Local Chapter Perspective</i></p> <p><i>Next Steps</i></p>			
2:00-2:20 p.m. 2:20-2:48 p.m.	NAEYC Strategic Direction – Leann Andre, Past President (absent – Barb Merrill presented)	20 min.	Board Training to inform Strategic

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			Planning
<p><i>Groups of 3</i> Answer the following questions: 1) <i>What does this mean for us as leaders?</i> 2) <i>How can we engage others to work toward these results?</i> 3) <i>What from this goal should we include in Iowa AEYC's strategic planning goals?</i></p> <p><i>Around the following:</i> Vision Statement, Mission Statement, Values & Beliefs, Core Values, and Core Beliefs about High-Quality Early Learning, The Profession, Organizational Advancement, Organizational Excellence, and Leadership & Innovation</p> <p><i>Report out by giving notes to Barb for summation</i></p>			
2:20-3:00 p.m. 2:48-3:36 p.m.	Small Group Work <ul style="list-style-type: none"> • Membership – M. Minard • Week of the Young Child – L. Jeffries • Advocacy – L. Stonehocker • Fall Institute Planning – L. Andre • Leadership Fellowship – B. Kingrey 	40 min.	Contribute to some of the priorities of Iowa AEYC
<p>Membership (Mary, Tom, Linda, Pat)</p> <ul style="list-style-type: none"> • <i>more coherent plan</i> • <i>all levels should be working on this</i> • <i>nurture at all levels</i> • <i>what is the purpose of membership?</i> • <i>education of chapters</i> <ul style="list-style-type: none"> ○ <i>Face-to-face meetings</i> ○ <i>Emails for advocacy</i> ○ <i>Visits to centers</i> <p>Week of the Young Child</p> <ul style="list-style-type: none"> • <i>"Celebrating Our Youngest Learners"</i> • <i>April 12-18</i> • <i>Extra outside time / parade of children (Statewide Stroll) / write books with parents and share / library time / donations to early childhood centers</i> • <i>Info available at www.naeyc.org</i> <ul style="list-style-type: none"> ○ <i>Proclamation</i> ○ <i>Press release</i> ○ <i>Flyers</i> ○ <i>Social media guide</i> <p>Advocacy</p> <ul style="list-style-type: none"> • <i>Through "The Weekly" engage, inspire, and/or challenge members to take action or make contact with legislators or business partners</i> • <i>Offer to speak at chapter meetings regarding legislative info/advocacy tips</i> • <i>21st Century support letter</i> <p>Fall Institute</p>			

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- potential co-sponsors
- speakers / themes
- literacy-related theme may be appropriate
- large planning group to meet 1/28; any board member welcome

Leadership Fellowship

- Rationale is good
- Eligibility
 - Define “closely related field”
 - Remove “or willing to join”
- Instructions are okay with the exception of date changes
- Funding section may need updated based on dates and amounts of money available
- Application Content
 - Change “should” to “must”
 - Add: “Applications will be screened. Failure to submit a completed application packet will result in application packet disqualification.” – something to that extent...
- Rubric
 - Better define items
 - Remove and make a stand-alone item the Leadership Self-Assessment
 - Provide to applicants
 - Score of 1, 2, 3 (Lacks / Meets / Exceeds)
 - Sample for review will be available at April’s Governing Board Meeting, with prior review by Exec. for timing purposes

3:00-3:30 p.m.	Chapter Updates - Mary	30 min.	Learn from each other and share ideas
3:36-3:47 p.m.			

*B. Smith – **Black Hawk** Director’s Luncheon – served as an impetus for director email (listserv) collaborative group*

*J. Brown – **Green Valley** Training on Shaken Baby Syndrome / Collaboration with community partners for Glow Run*

*C. Jones – **North Iowa** PD on various EC topics (nearly 100 in attendance)*

*H. LaBounty – **Mid Iowa** had a STEM event / donated STEM kits to a free clinic in the community*

*C. Schulte – **Cedar Rapids** offers trainings every other month / Fall Event (Blast Off) planning*

*M. Lukas – **Iowa City** planning Spring Institute and Week of the Young Child / Meeting held with 6 new attendees; 2 of whom were Tony Lacy scholarship winners; 2 were not yet members*

*L. Eitmann – **Southwest** is planning their Spring Fling; Science Night Café for PD (brain development) / Pizza Dinner Appreciation for Week of the Young Child*

*V. Parker – **Rolling Prairie** held a meeting in December and will continue quarterly meetings / Week of the Young Child planning includes a representative from each county to complete a child’s art display centrally located in the county and have each county provide an arts (hands-on) experience / NAEYC proposal*

*P. Emerson – **Dubuque** held a director meeting in December to discuss communication effectiveness within the director-teacher relationship*

*K. Mueller – **Fort Dodge** has an upcoming meeting*

3:30-3:45 p.m.	Upcoming Events	15 min.	Questions/Answers
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3:52- 3:54p.m.	<ul style="list-style-type: none"> • Institute Planning Meeting 1/28 • Early Childhood Day on the Hill 3/5 • NAEYC Public Policy 3/8-10 • Tony Lacy Scholarship Application Deadline 3/15 • Public Hearing – Legislative Breakfast – Compensation 3/26 • ECI Training Summit 3/31 • Executive Board Meeting 4/6 • Week of the Young Child 4/12-18 • Governing Board Meeting 4/18 • TEACH/WAGES/Articulation in NC 4/28-5/1 • Spring Leadership 5/16/15 • NAEYC PDI New Orleans 6/6-10/15 • Iowa AEYC Board Retreat 7/10-11 • Fall Institute 9/17-19 • Governing Board Meeting 10/24 • NAEYC in Orlando 11/18-21 		
3:45-4:00 p.m. 3:54-4:02 p.m.	Other Announcements, Take-Home Messages, Agenda Items for next meeting	15 min.	Adjournment M: M. Minard S: C. Jones Ruling: Approved
<p><i>21st Century Funding – Do we support the signing of a letter of advocacy?</i> <i>M: T. Rendon</i> <i>S: M. Minard</i> <i>Ruling: Approved (Mary Airy, President, will sign the letter of support and submit on behalf of Iowa AEYC)</i></p> <p><i>Iowa Early Childhood Teacher of the Year – could we offer this award? (April discussion to follow)</i></p>			

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Position	Name	Attendance
Executive Committee		
Past President	Leann Andre	Absent
President	Mary Airy	X
Vice President	Cathy Swackhamer	X
Treasurer	Tom Rendon	X
Secretary	Brian Kingrey	X
Elected/Appointed Statewide Positions		
Public Policy	Leslie Stonehocker	X
Membership	Mary Minard	X
MOYC	Laurie Jeffries	X
T.E.A.C.H.	Nancy Merryman	X
Regional Representation from Chapters & Affiliates		
Black Hawk	Brandy Smith	X
Cedar Rapids	Connie Schulte	X
Dubuque	Pat Emerson	X
Fort Dodge	Kristyn Mueller	X
Green Valley	Joy Brown	X
Iowa City	Mary Lukas	X
Lincoln Way	Leslie Stonehocker	X
Mid-Iowa	Heidi LaBounty	X
North Iowa	Carrie Jones	X
Northwest	OPEN	---
Quad Cities	OPEN	---
Rolling Prairie	Anne Michel	in abstentia: Vickie Parker
Siouxland	Sally Hartley	Absent
Southeast	Amy Liles	Absent
Southwest	Linda Eitmann	X
West Central	Deb Fink	Absent
Staff		
Executive Director	Barb Merrill	X
T.E.A.C.H. Program Coordinator	Ashley Otte	X