

MINUTES

Iowa AEYC Governing Board Meeting

Friday July 24 from 8:30 a.m.-4:00 p.m. and 6:00-8:00 p.m. & Saturday, July 25 8:30 a.m.-3:00 p.m.
Hilton Garden Inn, Johnston, Iowa and virtually via ZOOM

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.

Friday Attendance: Face-to-Face: Crystal Abbe, Leslie Stonehocker, Gladys Movall, Brandy Smith, Rebecca Ausman, Allison Pattee, Joy Brown, Catherine Bergman, Angela Lensch, Tracy Ehlert, Jillian Herink (staff), Ann Geiger (staff)

Virtual via ZOOM: Dianne Casto, Sara Schwerin, Denis Wandera, Brian Kingrey, Miranda Niemi, Mary Lukas, Vickie Parker, Mike Stiehl, Donna Kennebeck, Melanie Felton, Pat Dautremont (staff)

Saturday Attendance: Face-to-Face: Crystal Abbe, Leslie Stonehocker, Gladys Movall, Brandy Smith, Rebecca Ausman, Allison Pattee, Catherine Bergman, Tracy Ehlert, Jillian Herink (staff), Ann Geiger (staff)

Virtual via ZOOM: Dianne Casto, Sara Schwerin, Denis Wandera, Brian Kingrey, Miranda Niemi, Mary Lukas, Vickie Parker, Mike Stiehl, Donna Kennebeck, Melanie Felton, Pat Dautremont (staff)

TOPIC	PERSON RESPONSIBLE
<p>9:01 Call to Order - Welcome, introductions. Individual Board Member celebrations. Expectations for board members.</p> <p>Agenda Approval: M – Gladys Movall; S – Allison Pattee; Approved – unanimously</p> <p>Consent Agenda Approval: <i>board member reports, executive director report, resignations, approved motions, job description, minutes to board meeting, membership report.</i></p> <p>M – Joy Brown; S – Brian Kingrey; Approved – unanimously</p>	<p>Mary Lukas, President, welcomes all</p> <p>In our discussions, please remember our HPIO.</p> <p>Any items need to be removed from the consent agenda? Please read all the consent agenda before coming to our meeting.</p> <p>Pgs. 1-59</p>
<p>Opening Activity: This retreat will be a success if...</p>	<p>Mary Lukas, President</p>

<p>Each person came up with ideas to answer this question. These questions will be covered at the end of the retreat.</p>	<p>Joan Garry activity and video</p> <p>Pgs. 60</p>
<p>Fiscal 101</p> <p>Fiduciary Responsibility Presentation–</p> <ul style="list-style-type: none"> ● All Governing Board Members have a fiduciary responsibility to oversee Iowa AEYC funds. ● Fundraising – As Governing Board Members there is also a responsibility to help with fundraising such as the Gala and Tony Lacy Scholarships. ● Operating Reserve – The organization should have a three month operating reserve. IAAEYC would like to build this, so seeking out donors to help with this. ● Audit – Iowa AEYC has an annual audit that is approved by the Governing Board. Our Audits have always held a clean record. We have had the same company for many years, although we do look for bids for new auditors every several years to assure we have the best fit for our organization. ● Line of Credit – The agency has a line of credit at West Bank. Use this when funders do not get monies to us prior to when monies need to be spent. ● Braided Funding – Most programs have more than one funding stream. This helps in times of crisis if any one funder has a challenge. Most of funding is restricted, so this does limit what staff works on, what programs or events. There is no ability to shift money or responsibility. There are 36 grants in this Agency. The majority of this funding is T.E.A.C.H. ● RFP process – This is the time of year when the Executive Board approves all RFP as they come through. These RFPs do shift and move to assure each contract is sustainable. ● Membership Fees – Iowa AEYC does get a portion of each member fee. The numbers of members is a continual challenge to look at and consider. 	<p>Jillian Herink, Executive Director</p> <p>Dr. Brian Kingrey, Treasurer</p>
<p>Activity</p> <p>Pig Personality Profile</p>	<p>Activity #1 Mike Stiehl, Southwest Chapter Rep</p>
<p>Treasurer’s report – End of Year Financials</p> <p>4th quarter and year-to-date financials as of June 30, 2020</p> <p>Accrued PTO = \$38,753.78 – Due to pandemic there has been an exception this year and staff have until the end of September. Typically staff have to</p>	<p>Dr. Brian Kingrey, Treasurer</p> <p>Jillian Herink, Executive Director</p>

<p>spend down PTO by end of June. Due to contracts we do not have ability to comingle PTO funds and PTO must be kept in the line item it holds.</p> <p>From June 30, 2020 Balance Sheet:</p> <ul style="list-style-type: none"> • Total Assets – \$490,009.85 • Total Liabilities - \$384,017.87 • Total Equity - \$105,991.98 <p>From budget sheet as of June 30, 2020:</p> <ul style="list-style-type: none"> • Total Gross Income - \$3,491,163 • Total Expenses – \$3,459,041 • Net Income - \$32,124 <p>Motion to accept Treasurer’s Report – M – Miranda Niemi; S – Gladys Movall</p>	<p>Pgs. 61-63</p>
<p>Amended FY21 Budget – review Approved Preliminary Budget from April with actuals in place</p> <p>Proposed 2020-2021 Budget:</p> <ul style="list-style-type: none"> • Total Budgeted Gross Income - \$3,497,082.89 • Total Budgeted Expenses – \$3,478,959.12 • Budgeted Net Income - \$18,123.77 <p>Motion to accept final FY21 Budget – M – Crystal Abbe; S – Mike Stiehl; Approved – unanimously</p>	<p>Dr. Brian Kingrey, Treasurer</p> <p>Jillian Herink, Executive Director</p> <p>Pg. 64</p>
<p>Member Benefits Review and Changes</p> <ul style="list-style-type: none"> • Highest number of people that answered the survey from NAEYC have a standard membership and are happy with that. People like the Weekly and discount to fall institute. • NAEYC is moving from printed products to more electronic. Reducing printed materials to more electronic materials. • Networking is the biggest benefit people want from NAEYC membership, although figuring out what this looks like is a challenge. It seems this is the time to use virtual platforms to increase/enhance networking. Working through platforms and outside the box ideas (Facebook Live, Provider stories, etc.) are all ideas to consider and begin. • Helping consider how to support local leadership is important in these challenging times. Looking more at a shared services approach. • Please send any ideas you might have for membership to Catherine. 	<p>Catherine Bergman, Membership Chair</p> <p>Pg. 65-71</p>

<p>Motion to continue membership benefits as currently stated – M – Leslie Stonehocker; S – Gladys Movall; Approved – unanimously</p>	
<p>Poster Walk-about Evaluation to see where we are standing in our broad topics, using red, yellow, or green to evaluate how we are performing in each area.</p>	<p>Jillian Herink, Executive Director</p>
<p>NAEYC Ethics</p> <p>We reviewed the definition of ethics, NAEYC’s Code of Ethics and how they are used for each of us. Shows the EC Professionals the commonality for the profession and how we can use the Code of Ethics for guiding principles. Discussed specifically that ideals and principles as presented by NAEYC. Sometimes our personal and professional values may conflict.</p> <p>Miranda led us through a great activity around how we can apply and consider the Code of Ethics in our daily lives.</p>	<p>Miranda Niemi, President-Elect</p> <p>Pgs. 72-78</p>
<p>HPIO Activity-Seeing Color</p> <p>Donna led us through a “Personal Self-Assessment of Anti-Bias Behavior” survey to help each of us personally consider our own bias and how that impacts the world we live in. We watched the video “Race in the Classroom Seeing Color” to help spur conversation around race and privilege.</p>	<p>Donna Kennebeck, HPIO Chair</p> <p>Race Color Video and activity</p> <p>Personal Self-Assessment of Anti-bias</p> <p>Pgs. 79-81</p>
<p>Data Dive</p> <p>Took a deep dive look into data of Iowa AEYC and elements specific to data gathered over the last several months. We have not expanded the diversity of the Iowa organization significantly from years past. Several of the comments have remained consistent over the last several years. The number of accredited NAEYC programs in the state has dropped off over the years, which will probably drop even more in the next year.</p> <p>While there are similarities between NAEYC accreditation and QRIS there are still several differences. These two systems are not parallel.</p>	<p>Jillian Herink Executive Director</p> <p>Pat Dautremont, Membership Specialist</p> <p>Denis Wandera, Vice President</p> <p>Catherine Bergman, Membership Chair</p> <p>Donna Kennebeck, HPIO Chair</p> <p>Pgs. 82-111</p>
<p>Strategic Planning – A plan that is owned by everyone and always active and evolving. Think big but don’t spend a lot of time on each element. We will be writing the plan of the Governing Board for the next year.</p> <ul style="list-style-type: none"> • What is a Committee – Need effective committee members and Chair with a clear purpose. Meeting should have set agenda, clarify the 	<p>Mary Lukas, President</p> <p>Miranda Niemi, President-elect</p>

<p>decision-making process, start and end on time, let all committee members share, and end with action plan.</p> <ul style="list-style-type: none"> ● Identify Committees and members <ul style="list-style-type: none"> ○ Family Engagement (Crystal) ○ Finance Committee (Brian) ○ Membership Recruitment and Support (Catherine) ○ Play Committee (Dianne) ○ Public Policy (Leslie) ○ Working Advisory Committee (Tracy) ● Review plan 3 goals (briefly) 3 Goals 1, 2, 3 one at a time - Benchmarks and action step/Strategy review ● What has the Association accomplished? (GREEN/Bold) ● What is no longer relevant? (RED/strikethrough) 	<p>Jillian Herink, Executive Director</p> <p>Committee Chairs</p> <p>Pgs. 112-121</p>
<p>Strategic Planning Cont'd</p> <ul style="list-style-type: none"> ● SMART Goal overview – Reviewed what SMART goals are. Watched video to look at goals more specifically. ● How are you going to demonstrate progress? ● Identify 1-2 action steps/strategies TOTAL that your committee can accomplish in the next year. Look at this through the committee lens. (YELLOW/underline) ● Write an action plan for those 1-2 action steps/strategies 	<p>Miranda Niemi, President-Elect</p>
<p>Report out on the activity</p> <ul style="list-style-type: none"> ● Each committee has written and will share their goals. ● Allison P. shared the plan they worked on and how it was an actionable activity that is replicable. ● Finance used Goal 2 and worked through ideas to get T.E.A.C.H. and WAGE\$ at a statewide level. Want to assure the Board is helping and supporting this. ● Catherine shared Membership is working on Goal 1, collaborating more with Higher Education. Virtual education piece. ● Crystal shared Family Engagement worked under Goal 1 working on a bigger advocacy/DAP virtual experience. <p>Motion to suspend activities until 6:00 p.m. this evening: M- Miranda N; S - Allison P.; Approved – unanimously.</p>	<p>Mary Lukas, President</p> <p>Miranda Niemi, President-Elect</p>

<p>Motion to reconvene meeting at 6:00 p.m.: M- Brian Kingrey; S – Miranda Niemi; Approved – unanimously. Opening Activity – Speed Dating Introduction</p>	<p>Dr. Brandy Smith, Board Secretary</p>
<p>Chapter Showcase</p> <p>Mid-Iowa - Directive to virtual meeting, ZOOM access, Week of Young Child directives considering partnerships state wide, working with LSI refugee populations, Will be doing virtual training with project approach, amazing leadership representation Chapter wide serving on many wonderful projects and committees.</p> <p>Rolling Prairie - Iowa AEYC COVID swag and ZOOM support would be helpful; Dawn is very proud of KidsWorld staff and how hard they have been working to get through this; will try to have some ZOOM chapter chats; hope to do 40th anniversary Week of the Young Child in person. “Play the Way Young Children Learn” is an AEA Master's course and 1 hour of Graduate Credit that was launched this week and included a virtual play session. Week 3 of this course will offer IA Early Learning Standards education. Will offer it again after the first of the year.</p> <p>North Iowa – Needing support with virtual training opportunities and virtual networking opportunities. Need support for large center that needed to close due to positive COVID test. Did a showing of “No Small Matters” with local Legislator. Nice to learn how to conduct meetings virtually. ZOOM meeting support.</p> <p>East Central – Had to replan year and activities. Blast Off conference is on hold. Need to consider how to get training credits in different ways. Will have a networking meeting on August 6 with Teacher Self Care, Etc. Board and leadership has become closer due to the COVID event. Excited to try to figure things out as we move forward!</p> <p>Southwest – Any push out relevant to Iowa and COVID would be helpful. We were going strong over the last several years, so will regroup, and continue to move forward with support to virtual events would be helpful. Possible consider online communication with members.</p> <p>Southeast – Everything shut down, so getting members used to working virtually. Did have a schedule ready to go, but have had to go to more virtual means of communication. Have a ZOOM account for events to help providers work through anxious and scared moments. Gladys is working on developing more online classes.</p> <p>Central Rivers – Have very few things happening with COVID happening. Done lots of partnering with KNOX Blocks and owlets and getting those into centers. Working on getting big topics conversations (i.e.: binders, policies, etc.) with Center Directors and will continue to work on those topics. Have a good relationship with CCR&R. Good support through leadership as Centers</p>	<p>Chapter/ Board Representatives</p>

<p>have to go through really tough stuff that we have not had to go through again. Excited with momentum of Director's Topic that we are excited to grow that.</p> <p>Consider should we put out a statement of support for Back to School Planning for Iowa Schools. Consider putting a committee together to get a statement together.</p>	
<p>Affiliate Advisory Overview</p> <p>Latest meeting focus has been on social justice, diversity, and equity.</p> <p>Four new seeded members on Advisory Council including Melanie.</p> <p>Looking for four current positions Mental Health and Trauma, Family Connections, K-12, and Finance. Looking at who is missing from the table and how they can make the board more diverse. Have good amount of Higher Ed. Representation, but need Advocacy and other diverse populations. Have about 80 applicants. Have 3 President-Elect candidates. Currently have B.A. and Doctoral student positions, but are looking at changing to include a CDA and AA student in the rotation. Elections will coincide with fall conference for the first time. As of now still considering having a Fall Conference, but guessing that will be canceled. Guessing it will go to a virtual conference.</p> <p>Please do consider putting in your application for the Affiliate Boards.</p>	<p>Dr. Brian Kingrey, Treasurer and NAEYC Advisory Council member</p> <p>Melanie Felton, NAEYC Advisory Council member</p>
<p>Program Overview</p> <p>Jillian shared overview of staff and overview of different programs at IA AEYC. T.E.A.C.H, WAGE\$, PAEYS – Home visitors side, ECQuIP, Farm 2 ECE, ECI PD. ECI has recently redone their structure and Rick has helped in the overview of this program. ECQuIP shared a salad video of what each part of the ECQuIP team specializes in. Jillian also shared a PowerPoint with Farm to ECE site showing initiatives happening with that organization, including being part of Healthy Initiative State this year. Also reaching out to Early Head Starts to engage those programs in Farm to ECE, including mini-grants that can happen for projects and ideas. PAEYS in the state of Iowa is the only program of its kind. We also watched a video about T.E.A.C.H. and WAGE\$ to show what these programs are about.</p>	<p>Jillian Herink, Executive Director</p>
<p>Close out evening – Randomizer Activity</p> <p>Motion to suspend activities until 9:00 a.m. on July 25: M - Miranda Niemi; S – Brian Kingrey; Approved – unanimously.</p>	<p>Dr. Brandy Smith, Board Secretary</p>

<p>Saturday</p> <p>Call Meeting back Order: M – Catherine Bergman; S – Miranda Niemi; Approved – unanimously</p>	
<p>HPIO Activity-Open Your World</p> <p>We did an activity to consider how to do better as a Board and improve in our work in cultural competency and inclusivity and the actions we take as a Board.</p>	<p>Donna Kennebeck, HPIO Chair</p> <p>Jillian Herink, Executive Director</p>
<p>Chair Report Out</p> <p>Tracy Ehlert, Workforce Advisory – have met once this year and had share-outs from AEA and ECI. Have participant stories from TEACH and WAGE\$ and listen to reports from Legislators. Have multiple sub-committees and work is extensive working with workforce issues across the state, including teacher licensure issues.</p> <p>Leslie Stonehocker, Public Policy – Help look at public policy priorities and get feedback from participants to work on public policy. Attend Public Policy Forum every February. Also, work with other partners on public policy issues across the state and the EC world to move the field forward. Always looking for more volunteers.</p> <p>Crystal Abbe, Family Engagement – pages 116-119 in packet. There is a difference between family support service and family engagement. Crystal went through presentation she gives around family engagement and what it entails. Crystal is working on a program called “Reach and Read” which hopes to have a short Tuesday night (7:30 pm) activity for the 8 weeks leading up to the elections where there would be time a local author would read to children and then do short parent advocacy messages to parents during each week. Crystal is working on goals for the project and what it will look like.</p>	<p>Board Chairs:</p> <p>Tracy Ehlert, Workforce Advisory</p> <p>Leslie Stonehocker, Public Policy</p> <p>Crystal Abbe, Family Engagement</p> <p>Pgs. 116-119</p>
<p>Activity – Did a get to know you poll electronically to learn more about each other.</p>	<p>Activity #3 Allison Pattee, Prairie Rivers Chapter Rep.</p>
<p>Strategic Planning (cont’d)</p> <p>Goals 4, 5, as a Board</p> <p>Benchmarks and Action step/Strategy review. Jillian took notes as this verbal work happened with following notations:</p> <ul style="list-style-type: none"> ● What has the Board accomplished? (GREEN/Bold) ● What is no longer relevant? (RED/strikethrough) 	<p>Mary Lukas, President</p> <p>Miranda Niemi, President-elect</p> <p>Jillian Herink, Executive Director</p>

<p>Identify 1-2 action steps/strategies for EACH Goal that we can accomplish in the next year. (YELLOW/underline)</p>	<p>Committee Chairs</p>
<p>11:40 Strategic Planning/Action Planning: finishing touches</p> <p>DIVIDE into groups</p> <ul style="list-style-type: none"> ● Pick 1-2 steps/strategies TOTAL for the 2 goals ● Write an action plan (use the template) for those 1-2 action steps/strategies <p>Goal is 1-2 action plans for each group to discuss with full group</p>	<p>Mary Lukas, President Miranda Niemi, President-Elect</p>
<p>Strategic plan share out</p> <p>Groups shared out their results from strategic plan work</p>	<p>Mary Lukas, President Miranda Niemi, President-Elect</p>
<p>Fall Early Learning Institute Awards</p> <ul style="list-style-type: none"> ● Educator of the Year: Nominee = Melisa Brown Motion to award Educator of the Year to Melisa Brown M – Leslie; S – Catherine; Approved – unanimously ● Commitment to Young Children Award: Nominees = Susie Guest and McKinley Bailey Motion to award Commitment to Young Children to Susie Guest M – Leslie; S – Catherine; Approved – unanimously ● Brian recommends moving McKinley Bailey to Children’s Champion ● Influencer: Nominees = Tiffany Welch and Ruaa Khaleefa Motion to award Influencer to Tiffany Welch M – Dianne; S – Gladys; Approved – unanimously ● Brandy recommends moving Ruaa to Emerging Leaders Award Motion to award Emerging Leader to Ruaa Khaleefa – M – Brandy; S – Catherine; Approved – unanimously ● Equity and Opportunity Award Nominees = Jana Garrelts and NCJC and LSI Motion to award Equity and Opportunity Awards to NCJC and LSI – M – Dianne; S – Gladys; Approved – unanimously ● Family Partnership: Nominees = EMBARC; Katie Mackenzie; Terri Johnson 	<p>Leslie Stonehocker, Public Policy Chair Pgs. 122-173</p>

<p>Motion to award Family Partnership Awards to EMBARC and Terrie Johnson – M – Sara; S – Gladys; Approved – unanimously</p> <ul style="list-style-type: none"> • Crystal recommend moving Katie Mackenzie to Children’s Champion. • Children’s Champion: Nominees – Katie Mackenzie <p>Motion to award Children’s Champion Awards to Katie Mackenzie – Crystal; S – Donna; Approved – unanimously</p> <p>Motion to award a second Commitment to Young Children award to McKinley Baily - M – Catherine; S – Miranda; Approved – unanimously</p>	
<p>Board staff relationships – Move to October meeting</p>	<p>Melanie Felton, Ex Officio</p> <p>Donna Kennebeck, HPIO Chair</p>
<p>Office updates - Please refer to Board Packet for updates</p>	<p>Jillian Herink, Executive Director</p>
<p>Close out the Retreat</p> <ol style="list-style-type: none"> 1. Was the retreat successful for the org - Did I/we... 2. Was this retreat will be successful for me? – Did I/we... 3. Did we address the three most important goals for this retreat? <p>Great reflection and engagement throughout. Thank you for all that contributed and shared. We have some clear action steps and nice information and communications to share with each area. Good action steps to move forward but not clear on when and specifically people are doing specific actions. Hard to understand what we are working on. There will be a document being sent out to better clarify what is happening. Clarity around committee work and work time for those committees is needed. Mary clarified that we could do committee work outside of Board meeting time.</p> <p>Motion to adjourn meeting at 2:47 p.m. M - Brandy; S - Gladys; Approved – unanimously</p>	<p>Mary Lukas, President</p> <p>Miranda Niemi, President-Elect</p>
<p>Upcoming Events</p> <p>Fall Early Learning Institute: Pre- Institute Oct 1, Institute 2-3 (Virtual)</p> <p>Iowa AEYC Membership Meeting: Oct 2, 2020</p> <p>Executive Committee Meeting: Oct 10, 2020</p> <p>Governing Board Meeting: Oct 24, 2020</p> <p>General Election Day Nov 3, 2020</p> <p>NAEYC Annual Conference: Nov 4-7 Anaheim, CA</p>	<p>Mary Lukas, President</p> <p>Miranda Niemi, President-Elect</p>

Leadership Institute: Nov 21, 2020 - Gigi Schweikert

Public Policy Forum: February 21-23

50th WOYC: April 12th -16th, 2021

Iowa AEYC Fundraising Gala: April 16 2021

Spring Leadership Institute TBD (April/May)

PLI June 13-16, 2021 - Philadelphia, PA