

Iowa AEYC Governing Board Meeting

Saturday, January 20, 2018; 10:00 a.m.-4:00 p.m.
Iowa AEYC Offices, 5525 Meredith Drive, Des Moines

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: Mike Stiehl, Vickie Parker, Miranda Niemi, Mary Lukas, Julee Albers, Leslie Stonehocker, Tom Rendon, Crystal Abbe, Brandy Smith, Nancy Merryman, Cherie Kennedy (Zoom), Brian Kingry, Kristy Liechti (Zoom), Donna Kennebeck, Catherine Bergman, Deidra Benser, Dianne Casto, Missy Burns, Jillian Herink, Gladys Movall, Kelly Hanson, (staff)

MINUTES

TOPIC	PERSON RESPONSIBLE
<p>Call to Order - Welcome, introductions. Agenda additions and today's agenda approval. Expectations for board members.</p> <p>Diane Casto requested the removal of the 3 play job description from the consent agenda. Diane will take those back to the committee and they will discuss them and Diane will bring the descriptions back after the Play meeting in March.</p> <p>Brian requested the Confidentiality and Conflict of Interest Statements and Disclosure Form be completed and returned.</p> <p>Agenda accepted with removal of play coach descriptions – motion to accept – Mairy A.; second – Donna K.; unanimously approved</p>	<p>Dr. Brian Kingrey, President, welcomes all</p> <p>In our discussions, please remember our HPIO.</p> <p>Pgs. 1 - 10</p>
<p>Board Self-Assessment</p> <p>Board members took a Board Self-assessment. The last assessment was done on 10/24/2015. Participants were asked to categorize themselves by years on the Board:</p> <p>New – 0-2 Active – 2-4 Seasoned – 5+</p>	<p>Brian</p>

TOPIC	PERSON RESPONSIBLE
<p>Power to the Profession recognition</p> <p>Imagination – Miranda Niemi Inspiration – Mike Stiehl Imagination – Brandy Smith Lead – Donna Kennebeck Nature – Cherie Kennedy</p> <p>Consent Agenda: Board, staff, and Power to the Profession reports, Public Policy Priorities, October meeting minutes, December Executive committee meeting minutes, job descriptions, membership numbers</p> <p>Julee did not have any changes or adjustments to public policy.</p> <p>Agenda accepted with removal of play coach job descriptions – motion to accept – Leslie S.; second – Gladys; discussion as reflected below; unanimously approved</p> <p>There was a suggestion to begin a rotation of review and updates of policies.</p> <p>The policies will be added to the website.</p>	<p>Brian</p> <p>Pgs. 11 – 70 and Pgs. 111 - 154</p>
<p>Leadership Story</p>	<p>Leslie Stonehocker, Vice President</p>
<p>Share Out Annual Conference Report</p> <p>Kristy shared her memories of the NAEYC conference in Atlanta. She challenged all of us to consider what we do and why we do it. What we do might really be making a difference in someone’s life. Heard Sue Russell speak on T.E.A.C.H. and WAGES. She also went to many of the Social/Emotional sessions, specifically talking about Transgender students, Autism, Music in learning, Adult learning.</p>	<p>Kristy Liechti</p>

TOPIC	PERSON RESPONSIBLE
<p>Treasurer’s report – 2nd quarter and year to date financials. Proposal for increasing revenue.</p> <p>2nd quarter and year to date financials:</p> <ul style="list-style-type: none"> ○ Expense to date - \$2,991,917 ○ Good report from the conference this year, as we had 92% of income from conference budget category already. We still have spring conference for income, so in a very good place. ○ Income to date – \$2,996,456 ○ Uncollectible Accounts looks skewed. This is more a reporting issue than actual numbers and will play itself out. ○ Kristy suggested there is a place to code how budget items are being accounted for in Quick Books. ○ Tom talked about procedures we have in place to assure funds are being spent securely. Kristy asked about the possibility of having a “Here are the policies we have in place to secure your fund.” This could be included in the annual fund report. Nancy also suggested we make a point to disclose how we support our employees and pay a livable wage. ○ Jillian will work on getting this added to the iaayc annual report. ○ Motion to accept treasurer’s report as presented – Gladys; second – Miranda; no discussion; unanimously approved. 	<p>Tom Rendon, Treasurer</p> <p>Pgs. 72 - 73</p>
<p>Affiliate Advisory Council update</p> <p>Affiliate Council is a 15 appointed members plus a few others. They work with Affiliate Relations Council who take recommendations from Affiliate Council back to Board.</p> <p>NAEYC is beginning to work on reworking their policies and different statements.</p>	<p>Brian, NAEYC Affiliate Advisory Council</p>

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<p>Next steps and updates for us as a NAEYC affiliate</p> <ul style="list-style-type: none"> • Communications from NAEYC – you may have to reenter yourself into the NAEYC online system. It will say you have another membership number but can still use old code. Will have to use new code for voting that was sent to you. There is still adjustments with membership numbers. Page 74 in packet discusses NAEYC technical assistant plan which was supposed to be emailed to all Governing Board members. • HPIO next steps – page 134 and 135 in packet holds the description of the HPIO Chair, currently Miranda Niemi. We must continue to work on diversifying our leadership at all levels. • Timelines, branding – page 90 in packet. Must be in compliance with branding as of January 4, 2018. Assure if your chapter is branding anything that it is the new branding. • Chapter agreements – all chapters will continue under new affiliate. Quad Cities will become part of a new Iowa chapter. All Quad Cities members got dual membership with Iowa and Illinois. We must have new name for Quad Cities. At this point Executive Committee has proposed new chapter name of Mississippi Rock. We will work with this new chapter to rebuild leadership under new chapter. Exec. Will be reaching out to this chapter to help in reorganization. <p>Brian brought up discussion from Executive Committee about request for Cedar Valley chapter to change name to Prairie Rivers. This did require a new badge for that chapter.</p> <p>Motion to approve name changes - Nancy M; second - Miranda; no discussion; unanimously approved</p> <ul style="list-style-type: none"> • Financial goals – Tom will work with this group. • Membership goals – pages 93-103 will fold into a work group. Jillian will work with this group. • Board Committees – Brian will send out an email after this email. Brian asked that we each put our name in 2 or 3 committees we are interested in serving on. These committees will be restructured and work on the committees will begin soon. • Slate of Officers – There is no election this year. 	<p>Brian & Jillian Herink, Executive Director</p> <p>Pgs. 74 - 102</p>

TOPIC	PERSON RESPONSIBLE
<p>Work Groups</p> <ol style="list-style-type: none"> 1. Membership– Chapter Realignment & Thresholds/Review Goals and Power to the Profession plan <ul style="list-style-type: none"> ○ Iowa AEYC have put out 2 questions to membership ○ Professional Development ○ Latest Research ○ Support for career pathway and get support for continued education ○ Governing Board members might make a donation toward new membership ○ Director training – need for more trainings in a sustained way ○ Having a mentor network ○ What is family membership and what does that look like – should we start a family membership committee? 2. Fund development <ul style="list-style-type: none"> ○ In a good position to move forward on initial planning ○ Meeting this week with Greater Des Moines Foundation, which will lead to meeting with Executive Board and then Governing Board ○ Matching fund pools in Iowa ○ We had some monies in investment but now have put that in checking, as we often have to wait on reimbursements from some of our state funding ○ Goals – <ul style="list-style-type: none"> ○ Establish endowment ○ Establish goals for endowment – add \$15,000 a year ○ More robust fund raising effort 3. Institute review & planning (Review = Fall; Planning = Spring) <ul style="list-style-type: none"> ○ Had meeting with planning committee and reviewed data from last year’s institute ○ Goals for institute - <ul style="list-style-type: none"> ○ Establish tracking system for Institute ○ Lower Institute costs by getting ○ Room monitors during Institute ○ Update marketing plan and create easy to follow calendar for partners ○ Jan. 31 will be the finalizing meeting for key note speaker discussion ○ Have promotion of NAEYC benefits 4. Chapter structure changes, chapter support <ul style="list-style-type: none"> ○ Considered job description for chapter reps. ○ Discussed what it means to keep notebook ○ Discussed possibility of utilizing ZOOM for meetings 	<p>Facilitators:</p> <p>Membership = Jillian</p> <p>Fund Development = Tom</p> <p>Chapter Structure = Brian</p> <p>Institute Review = Mary Lukas, President-Elect & Leslie</p>
<p>Board training – Farm2EC</p>	<p>Kelly Hanson, Farm2EC Specialist</p>

TOPIC	PERSON RESPONSIBLE
<p>Executive Director 90-Day Performance Review</p> <ul style="list-style-type: none"> ○ This process was new as there was not a specific protocol in place for a 90-day performance review of executive directors ○ Jillian had month of October to answer set of questions ○ Nov. 3, Tom, Miranda and Brian met with Managers in the office to discuss how things were going. ○ After coconscious of report, Jillian was asked to write objective for programs she oversees, in addition to goals for budget/finance, community partnerships, endowment/charitable giving, and membership. ○ Jillian and Brian reviewed performance review while they were in Atlanta and worked on writing goals. ○ In December gave feedback on review and finalized review which included: <ul style="list-style-type: none"> ○ Provided Jillian 10 goals. ○ Recommended continued practice. ○ Extend and establish community partnerships. ○ Has been very successful in the first 90 days (which is now 7 months) and will have an annual evaluation in June. 	<p>Brian, Tom, & Miranda Niemi, HPIO Chair</p>
<p>Executive Director updates</p> <ul style="list-style-type: none"> ○ Jillian had conversation with Mike Bergen (state child care advisory), Sheila Hansen and many other are having conversation about getting easier transition with conversion from Initial to Full Teacher Licensure. Root of issue is teachers in child cares are having issue getting full licensure. Recommendations are in talk and discussion. ○ Iowa Dept. of Public Health new staff member, Itzel Padron Zuniga. She is a fluent Spanish speaker – she will be a PAYS councilor. 	<p>Jillian</p>

TOPIC	PERSON RESPONSIBLE
<p>Chapter news and updates on Chapter interest areas.</p> <ul style="list-style-type: none"> ○ East Central – professional development and Director networking ○ Mid Iowa – PD to develop diversified membership ○ Northeast Chapter – recruitment and retention; professional development; networking ○ North Iowa – continue providing annual conference ○ Rolling Prairie – project approach; service projects ○ Prairie Rivers – STEAM; Nature; Regents Center training ○ Southeast – March 2 meeting and asking what providers would like to work on ○ Southwest – Getting membership meetings to be more valuable for members and larger 	<p>Chapter representatives</p>
<p>Upcoming dates for your calendars:</p> <ul style="list-style-type: none"> ○ Mar. 4-6 Public Policy Forum, D.C. ○ Mar. 29 Exec. Comm. Mtg. ○ Apr. 16-20 Week of Young Child ○ Apr. 21 Spring Gov. Bd. Mtg. ○ Apr. 24-25 T.E.A.C.H. & WAGE\$ Symposium, Chapel Hill, NC ○ Apr. 28 Spring Leadership ○ June 10-13 NAEYC PLI, Austin, TX ○ June 22 Exec. Comm. Mtg. ○ July 13-14 Summer Bd. Retreat ○ Oct. 5-6 Fall Institute ○ Nov. 14-17 NAEYC Annual Conference & Expo, D.C. <p>We were provided the iaayc Public Policy priorities.</p> <p>Motion to adjourn 4:10 p.m.– Leslie; Second – Gladys ; Approved</p>	<p>Brian</p>