

**Iowa AEYC Governing Board Meeting
Minutes 10/22/16
10:00 AM- 4:00 PM
Iowa AEYC Office, Des Moines, Iowa**

<p>10:00 Call to Order - Welcome, introductions. Agenda additions and today's agenda approval. Expectations for board members.</p>	<p>Dr. Brian Kingrey, President, welcomes all</p> <p>In our discussions, please remember our HPIO.</p> <p>Pgs. 1-8</p> <p>Brian called meeting to order at 10:05 AM.</p> <p>Motion: to approve agenda – pp1-3- Mary Minard</p> <p>Seconded: Mary Lukas</p> <p>Vote: Motion Carried</p>		<p>Team building and strengthening our relationships.</p> <p>Approval of agenda needed</p>
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<p>10:10 Annual audit presentation</p>	<p>Scott Christopher, Denman & Co. LLP</p>	<p>20 minutes</p>	<p>Approval of audit</p>
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Scott Christopher, Denman & Co. LLP- history of auditing this organization Pg. 4 – Statement of Financial Position- \$298, 028 Assets; Did pay off the line of credit- first time in multiple years
 Net Assets: \$78,222
 Pg. 5- Statement of Activities
 Total Revenue- up about 9%
 Total Expenses- up about 11%
 Pg. 7- Notes to Financial Statements – Income Taxes- no IRS notices- pleased to report
 Pg. 8- Notes to Financial Statements- none to report
 Pg. 9-10- Program expenditures- 89%; Management- 11% (within 10-20% range typical)

Communication Letter- Sept. 30, 2016- no difficulties with the audit, 990 tax return – be working on it in the office, will be sent to Barb and the GB- wanting to have it filed by due date- 11-15-16
 Iowa AEYC staff have done a great job.
 Federal Government Threshold Increased to \$750, 000, so did not have to do another extensive audit.

Tom reported the line of credit, because of the state contracts that are reimbursed after expenses, so having the line of credit helped cover the expenses when there was a lag of time between paying the expenses and being reimbursed by contract. Two grants from Kellogg foundation- prepay, instead of reimbursement.

Nancy asked if it is communicated to the public about the 89% program expenditures & 11% management. This figure is attractive to those may contribute money to a child services based organization.

10:40 Leadership Story	Dianna Saelens	15 minutes	Team building
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<p>10:55 Power to the Profession recognition – NAEYC</p> <p>Consent agenda</p> <p>Board and staff reports, July meeting minutes, new position job descriptions, motions from Exec regarding color options, chapter agreements, updated strategic plan, membership numbers, 2017 meeting dates</p>	<p>Brian</p> <p>Recognize the work of the Gov. Board – stress balls- recognize 4 people- inspire, imagine, nurture, or lead-</p> <ul style="list-style-type: none"> - Inspiration- Leslie S. - Imagine- Heather A. - Nurture- Nancy M. - Lead- Sally H. - Brian- please turn in Board Report in a timely fashion - - Any items need to be removed from the consent agenda? Please read all the Consent Agenda before coming to our meeting <p>pp. 9-65</p> <p>Add Barb’s full report- one page missing- was sent in earlier e-mail</p> <p>Motion: to approve consent agenda as presented and add page for Barb’s report- Leslie S.</p> <p>Seconded: Laurie J</p> <p>Vote: Motion carried.</p>	<p>5 minutes</p>	<p>Approval of consent agenda</p>
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11:00 Affiliate Advisory Committee update	Dianna Saelens, NAEYC Affiliate Advisory Committee	15 minutes	Education for board governance
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Affiliate Advisory Council developed as you transition into new affiliate structure. Sixteen members. Not all states have state affiliates, so some have more Affiliates like Alaska. Available to provide help and guidance to affiliates through restructuring process. Application Review- Tiered 1-4 process. Applications were due in Aug. 31- . Significant needs for Tier 4, which surprised NAEYC. NAEYC Annual Conf. – Nov. 2- Leadership Day- focusing on HPIO (high performing inclusive organization). How to recruit more diverse GB members. Full Affiliates page on the NAEYC page. Monthly articles about the change process. Chapters can also benefit from the resources.

Were there any commonalities amongst Tier 4 affiliate applicants- That will be provided later.- A lot of affiliates did not have business structures in place; affiliates leaders for early childhood- plan support for providers;

Was there a surprise about how many applied? Not final number. What’s the proportions of Tier 1, 2, 3, 4- large % into Tier 4;

On pg. 6- HPIO- Audit Questions- why is faith not represented- since a sizable portion of the Early Childhood Workforce –

Brian- New Online resources for HPIO- work being done

NAEYC- Who’s following us? Who needs help? What help is needed.

Brian- served as Midwest AEYC rep- for 4 yrs. - it became evident that not all 8 states operated as an affiliate in 2004 or 2005.

11:15 Next steps and updates for us as a NAEYC affiliate <ul style="list-style-type: none"> • Communications with /From NAEYC • HPIO Next Steps • Timelines • Chapter agreements • Financial goals • Membership goals • Bylaws revisions needed • Next steps 	Brian	30 minutes	Board education and governance. Board direction-setting.
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Brian-

Communications from NAEYC- Monthly Leadership calls – provided in afternoon and one in the evening; archived recordings- communications from NAEYC- Early Ed for President; Remind to vote- Guidance for transition

New Student membership campaign – August-September

Power to Profession- 5 for \$35,000 per affiliate- Iowa applied- Barb- grant application- not what you want to do to support the profession included in the application; how are you worthy as an affiliate to advance the profession? Dara and Rick helped; will know next week if Iowa is selected- meet in NAEYC during Annual Conference.

HPIO- still part of grant application- pg. 8 of packet- Guiding Principles; Exec will research on including HPIO in exec positions; some states have an HPIO chair, or someone oversees election/nomination process.

Timelines- application due Aug. 31, - 2nd state to submit; notification- pg. 66- Gwen Simmons e-mailed Barb- approved and moved to Tier 1; submit 1-2 action steps for HPIO by Aug. 31st; we did not request a waiver- contact from Audra- what color- documentation that board accepted the color – cranberry for ia aeyc- NAEYC will create it for us; green, steel blue, cranberry – 3 fonts for website, 3 fonts print. TIER 1 approved by Governing Board at Jan. meeting; branding will take place in Feb. 2017- use up the current materials;

Affiliate charter- summer 2017

Full Implementation by Sept. 2017- new bylaws need to be updated/approved by affiliate G. Board; new dues structure- Sept 2017; full year Sept. 2017- August 2018-

All new branding in use as of Sept. 2017 – marketing materials

Chapter Agreements- templates included in Iowa AEYC’s affiliate application to NAEYC; 2 versions- one for chapters operating under Iowa AEYC 501c3 or one for chapters who operate on chapter 501c3; have 2 people from local chapter leadership to sign- Chapter Rep and President- signed and submitted to Iowa AEYC office by end of November- if not locally meeting, so it will be delayed, let Barb know.

Financial Goals: 2 yr. plan; best practice for non-profit have business continuity plan – long term-

Work group with Tom over lunch

Strategic Plan: one of the items for finance- 2-3 yr. plan; 5-10 yr. plan- goals (approved through consent agenda today)

Membership Goals- See Mairy’s (Past President Board Report) – p. 9-10 in consent agenda

By-laws Revision – Brian- work group over lunch

Next Steps-

Barb- start talking about open board positions; charter process during the next couple of minutes

Brian- Reappointed as new President- Suspension of By-laws- for elections in Spring 2016; Mary Minard- 2 yr. And Tom- same length of term- 3 yr. Laurie Jeffries- Month of Young Child and Resources; Nancy Merryman- Workforce ; Mary Lukas- reappointed for V. President; Brandy Smith- appointed for Secretary

Committee work – pg. 73 in packet- Affiliate Board of Iowa AEYC- if you have questions

Membership

Fund Development-

Brian will send out a Google Spread sheet- send to GB members for each of the Committees listed- volunteer for committees you are interested in participating in.

Elections- Spring 2017 ballot- President Elect, Vice President, Secretary

11:45	Public Policy agenda overview	Leslie Stonehocker, Public Policy Chair pp. 67-68	15-30 minutes	Information
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Leslie- Refer to pg. 67-68 in GB packet- Looked at previous year, NAEYC proposing, United Way, - think about what we’ve listed- where would we have impact? Is there anything missing or needs to be changed?

Conversation about age groupings, expanding preschool to include 3 yr. olds.

Work Group- brainstorm ideas; Public Policy Chair and Barb meet to draft a proposal; GB approves Public Policy Priorities- Can the timeline be moved up earlier?- easier to access legislators in the fall; Have this action at the July GB meeting; can give GB approval electronically.

11:57	Instructions for lunch groups	Brian	10 minutes	Group input
12:10	LUNCH and group work Groups to choose from: 1. Advocacy – brainstorming our 2017 Public Policy agenda 2. Membership – how will we meet our thresholds? 3. Finance and fund development 4. Bylaws updates 5. Fall Institute evaluation	Provided. Please be sure to RSVP Led by: 1. Leslie 2. Mary Minard, Iowa AEYC membership chair 3. Tom 4. Brian 5. Mary L	About one hour	Networking and small group work

1:20	Report out on group work Advocacy- didn't change – reprioritized; condensing; change mission statement to new Iowa AEYC mission; Dianna- copy of her notes. Membership- Learned about Essentials; Info from Brian; electronic membership- college students; entry level- electronic access; need group membership to make membership impt.- need to figure that out; NAEYC- multiple memberships from one setting- is it worthwhile at Iowa level- group of 10 , 40 new members at a lower rate; Center director- 25 staff registrations for that group-paid with a discount; teaching in higher education – can Iowa AEYC work with higher educ- textbook fee- compelling to students to be as a member; What is it that people are paying for now anyway, so new members something they can get and can't from anywhere else- As an affiliate- can't do without us? What is it? Consideration of cost- (example with NCTM- electronic access; seek institutions) What discretion do affiliate groups have within this framework? Can we manipulate within the parameters? New membership levels in place in Sept. 2017- believe they did an auto-renewal- members have to act to stop the membership; Finance & fund development- 1)10 yr. goal- outlined a plan; establish an endowment- steps on how to do that; establish some fundraising goals; creating policies and procedures; develop policy and infrastructure 2) Fundraising- plans increasing donations- income, wealth, estate- plan for each- connected to our donation appeal- every member of GB donate some amount; chapter leadership; another form of engagement could lead to other kinds of engagement; target members and people who have given in the past (letters, e-mails, group of quasi-friends) Formalize process; who outside of our world can we request dollars from donors) Planned giving – 5% of life insurance; consider other special events to market awareness about	15 minutes	
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association

3) Unspent dollars at end of the fiscal year- to move into the endowment- more formal transfer (annual basis) endowment acts as a rainy day fund

Build on current messaging- TEACH/WAGES\$ projects- what differences are we making in the lives of children?- Current success story

Nancy M. asked- Tony Lacy scholarships/ Awards- do we have mechanisms to have people to honor them in their honor (token scholarship)

Memorials-in lieu of flowers- person who gives at a funeral- tax donations- how Tony Lacy Scholarship was funded

Susan Gray- non-profit being funded- 4C's change the story- for children to raise out of poverty;

Bylaws updates- can update now- remove Red Book, membership categories/dues, related to charter agreement may guide is in wording; Workforce Advisory; Work in progress

2016 Fall Institute evaluation- data-

Attendance at workshops, venue

Ideas- More attended the practical workshops- possibility offering hands-on use it in the classroom; professional workshops in expanded leadership in spring; Match needs to settings (microphones stationary but hard to hear in groups around the room; extra info from participants- home, child care, center based, educational level of participant- Hard for presenter to level the workshop they are offering (Presenter rates the level 1-3 difficulty)- guide how easy it for presenter to establish this presented material;

People like the location at Prairie Meadows- great venue and liked free parking.

Brian- annual meeting- not a lot of chapter rep participation, encourage Chapter Reps and committee chairs- to report what chapter has done for the year

Leslie- pre-conference- Kathy Nuebel Kovarick (Grassley's office/staffer- Early Childhood issues) - Friends of Young Children ; legislators- public-private partnership; reframe priority Raising of America- legislators, federal, state; Public Policy- begin building relationships- Iowa AEYC take initiative- staff- children and family issues; messages from Iowa AEYC- delivered by chapter reps- signed by members locally

1:30 Treasurer's report- 1 st quarter and year to date financials	Tom Rendon pp.69-72 Motion: to accept treasures report- Kristie L. Seconded: Gladys Vote: motion carries	15 minutes	Governance and oversight. Approval needed
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Income statement- July-Sept. – 1st quarter- pg. 69-25% is what is expected- anything way over or under, is it unusual or not; 20% income; 21% Expenses – TEACH/WAGE\$- not a straight line- beginning and end of semesters fluctuate over months; Expense- professional fees – partly because of the Iowa; Rent is down- not paying full rent due to suite not able to use due to water damage; did purchase new equipment when United Way of Central Iowa beginning July 1, 2016. Trying to manage cash flow.

Balance Sheet- snapshot in time- pp. 71-72 in packet.

2:35 Executive Director performance review	Mary L	15 minutes	Governance and oversight.
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GB members will receive e-mail to evaluate Exec Director including the form with the questions.
2nd e-mail Survey Monkey link to respond by (Nov. 6th). Reminders sent.
Comments specific to that question.
New to the Board- option to skip that question- comment length of time;
Community Partners- funders/co-sponsors for institute/people work closely with collaborators
Exec Board- -
Iowa AEYC Staff-
Input is essential to this process.
Data will be aggregated and shared with Barb at a later date.

2:30 Executive Director succession planning and other updates regarding office space, new projects	Barb	15 min.	Governance and oversight.
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Dara- Kellogg foundation grant- extended for 3 more years- WAGE\$- pay for 2 staff people; National License, National Monitoring, Work Force Study- \$244,000

Succession Plan- not completely done- in process- Steps- getting things in writing; places in the office to follow-through to Exec Director or Key Members of Iowa AEYC staff; What needs to be locked up?
Organizational Structure- more sustainable over time; how do you plan for board succession;

Compensation Initiative- Leadership role in compensation for workforce; National Governor's Association Grant

Letter of Resignation- Karen Teel- marketing and Institute- will spend up to 40 hrs. a month- developing/creating marketing materials

Budget allow- full time Events Specialists- higher educ summit, Head Start, Iowa AEYC Institutes; easier to interview than creating a job description (30-50 hrs. – advertise in Nov.; Hired in place by Dec. for overlap with Karen Teel

Pg. 74-75- Iowa AEYC Authorization for the Release of Confidential Information-

Motion: to adopt this form to use within Iowa AEYC following HIPPA rules for parents to grant consent – Mary Minard

2nd: Gladys L.

Vote: Motion Approved

2:15 Board training – Understanding generational differences as we build our membership	Special Institute presentation done by Bright Horizons leadership. Led by Brian Generations At a Glance	45 -60 minutes	Board training and follow up discussion about implications for our membership engagement
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Brian- Bright Horizons presented at Fall Institute- created PPT from handout of the session (Brian will e-mail his PPT- info from Bright Horizons- to GB members following today’s meeting)

Generations at a Glance:

Generational mix within the workforce. Think of in terms of Iowa AEYC membership;
Birth Years:

Traditionalists- Birth Years 1900-1945- 71-116 yrs. old

Baby Boomers- 1946-64 52-70 yrs.

Loyal to association; Most educated in comparison of other 3 generations; multi-taskers; service oriented; work hard; process before results; self-centered

Want to hear that ideas matter; careers define them; do well in teams; respond well to attention and recognition; need flexibility

Generation X- 1965-1980 - 36-51 yrs. Old

1st generation that will not do as well financially as their parents did

Like balance in life; appreciate diversity; highly education; high job expectations;

Techno-literate, Think globally, self-starters

Adaptable; big gap with Boomers, ethical, flexible, focus on results, pampered by parents; unimpressed with authority –

Membership implications- like independence ability to be pragmatic, self-starters, consumer mentality; good task matters; multi-taskers; Tech savvy; thrive on flexibility

Liability- built portable resume`, lack people skills, no long term outlook, reject rules

Work will with x’ers- Independence in workplace & formality; have fun at work; given the latest tech

Millennials- 1981-2000 - 16-35 yrs.

Gen Y’s; 24/7’s (no off switch)

Child focused world- shaped by school shootings- Columbine

Grew up as children’s of divorce

More sheltered than any other generations
Came of age in period of economic expansion
Extremely fun!!
High morals
Highly tolerant
Very competitive
See selves as part of global community
Most educated generation; extremely spiritual
Now!

Ambitious/not entirely focused
At ease in teams
Attached to gadgets and parents
Focus on children and family
Innovative
Loyal to peers
Me 1st at work
Respect for competency not title

Consumer mentality
Collaboration
Goal oriented

Work with these folk:

Want to work with friends
Provide engaging experiences that develop transferable skills
Personalize work and also involve in Teams

Generations- In the Membership:

Generations Z- 2000-2020- greatest population since the boomers, children of Gen X and some Millennials

Don't believe in American dream
Prefer face to face
Tech savvy
College Bound? Affordability question
Prepare far ahead of time
Benefits outweigh the cost

Most formally educated ever
Globally the wealthiest ever
Glass- shatter glass ceilings

Generation at a Glance:

Iowa AEYC Affiliates
Membership
Chapter Structure/Focus
Conference & Institute Foci
Leadership Fellowships

3:45 Chapter news and updates	Chapter representatives See Chapter Rep reports in packet	15 -30 minutes	
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Need a new Public Policy Chair- NAEYC Public Policy Forum- end of February

Let Barb Merrill know- if you are interested for this appointed position (Julee Albers has indicated interest.)

<p>3:45 Individual board member celebrations, other announcements from members, take-home messages, agenda items for next meeting</p> <p><i>What will you do with what you learned/heard today?</i></p> <p>Adjourn by 4:00</p> <p>Motion: Move to adjourn- Leslie S.</p> <p>2nd: Mary A.</p> <p>Vote: Motion carried</p>	<p>Brian</p> <p>Upcoming dates for your calendars</p> <p>T.E.A.C.H. license monitoring visit from national office – January 18-19</p> <p>ECI Day on the Hill – February 28</p> <p>Week of the Young Child – April 25-30</p> <p>T.E.A.C.H./WAGE\$ National Symposium – April 25-27, North Carolina</p> <p>Iowa AEYC Spring Leadership Gaye Gronlund – May 6</p> <p>NAEYC Professional Learning Institute (formerly PDI) – June 11-14, San Francisco</p> <p>Summer Board Retreat - July 14-15</p> <p>Fall Institute September 21-23, 2017</p>		<p>NEXT MEETINGS</p> <p>January 21</p> <p>April 22</p>
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Respectfully submitted by Mary Airy (Past President) substituting for Secretary Brandy Smity

**Attendance- Iowa AEYC Governing Board
10/22/16**

Gov. Board Members	Attendance (x)	Notes
Brian Kingrey	x	
Mary Airy	x	
Mary Lukas	x	
Tom Rendon	x	
Brandy Smith	Absent	
Nancy Merryman	x	
Leslie Stonehocker	x	
Mary Minard	x	
Laurie Jeffries	x	
Allison Pattee- Black Hawk	Absent	
Miranda Niemi- Cedar Rapids	x	
Julee Albers- Dubuque	Absent	
Kryistyn Mueller- Ft. Dodge	x	
Joy Brown- Green Valley	Absent	
Nancy Lillenthal- Iowa City	Absent (Susan Gray attended)	
- Lincoln Way?	Absent	
Crystal Abbe- Mid-Iowa	x	
Carrie Jones- N. IA	x	
Heather Anderson- Quad City Affiliate	x	
Anne Michel –Rolling Prairie	x	
Sally Hartley- Siouxland	Absent	
Gladys Movall- Southeast	x	
Mike Stiehl- Southwest	Absent	
Kristy Liechti- West Central	x	
Dianna Saelens	x	
Barb Merrill (Exec Director)	x	
Dara Madigan (Iowa AEYC Office- WAGE\$ Coordinator)	x	