

Iowa AEYC Governing Board meeting

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

Conference Rooms 1 & Methodist West Hospital,
1660 60th Street, West Des Moines, IA 50266

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

In attendance: Allison Pattee, Kristyn Mueller, Brenda O'Halloran, Mary Lukas, Julee Albers, Heather Anderson, Brian Kingrey, Linda Eitmann, Laurie Jeffries, Nancy Merryman, Pam Ellis, Tom Rendon, Heidi LaBounty, Anne Michel, Leslie Stonehocker, , Barb Merrill, Mary Airy, Scott Christopher, Joy Brown, Connie Schulte, Mary Minard, Scott Christopher (Denman & Company, auditor), Sheila Hansen (Every Child Courts), Kelli Soyer (Every Child Matters)

Not present: Carrie Jones, Amy Liles, Kristi Liehti

TOPIC	PERSON RESPONSIBLE	ACTION REQUIRED, ROLE OF BOARD
<p>9:30-10:00 Set up</p> <p>10:00 Call to Order - Welcome, Introductions Welcome to new members and guests.</p> <p>Meeting called to order at 10:00 a.m.</p> <ul style="list-style-type: none"> • We celebrate 50 years as an Association, starting as the Association of Nursery Educators. Discussion of where original documents of association might be held. Currently these documents are held in a fire proof safe in the IAEYC office. Midwest AEYC original documents are archived at South Dakota State. • Agenda approval Motion to accept today's agenda – Brian Kingrey; Second – Leslie Stonehocker; Unanimously passed. • Consent agenda approval: <ul style="list-style-type: none"> ○ Correction on page 45 – Iowa AEYC Governing Board Meeting is April 16, 2016 NOT April 17 ○ Correction page 15 – Mid-Iowa will combine Nov. 14 project sharing with event on February 13, 2016. Nothing in November. Will support Dr. Ilesha Ray from the Erikson Center on the evening of November 16, Early Childhood Iowa Equity Advisory Committee supports this effort which will center on race and equity issues. 	<p>Staff</p> <p>Mary Airy, President, welcomes all</p>	<p>Arrivals and meet needs</p> <p>Team building and strengthening our relationships</p> <p>Approval of meeting agenda</p> <p>Approval of consent agenda</p>

<ul style="list-style-type: none"> ○ Addition on Governing Board list on page 4 – new member for West Central Chapter – Kristy Liechti; 712-790-0279; KLiechti@newopp.org ○ Addition page 10 – Quad City Heather Anderson will speak on preschool science at the Fall Rally Scott County Family YMCA on November 21, 2015. ○ Page 7 talks about what it means to be a HPO (High Performing Organization) – important to understand and look at this. <p>Motion to accept today’s consent agenda – Joy Brown; Second – Laurie Jeffries; unanimously passed.</p>		
<p>10:15 Audit report</p> <ul style="list-style-type: none"> ● Scott presented June 30, 2015 IAEYC Audit Report, met with Executive Committee on Oct. 5, 2015 to present report. There are no findings from this audit report. ● Page 5 of audit report - Statement of Financial Position – Total \$317,980 as of June 2015 compared to \$290,762 from 2014. ● WAGE\$ was added this year to the audit report. T.E.A.C.H. had increase from 2014 to 2015. There was a note that was outstanding at the time of the audit, but since has been paid. ● 90% of total budget expenses went towards programs. Management of program is about 10% of total budget, which is considered very good for non-profit organization. ● Questions and Discussion put on the table. <p>Motion to accept audit as presented - Mary Lukas; Second – Leslie Stonehocker; Unanimously passed.</p>	<p>Scott Christopher, Denman</p>	<p>Board education and governance</p>
<p>10:45-11:45 Step Up for Kids</p> <ul style="list-style-type: none"> ● Sheila Hansen and Kelli Soyer came to speak about: <ul style="list-style-type: none"> ○ preparing for the Iowa caucuses; ○ advocacy; ○ partnering with other advocacy groups. ● Sheila and Kelli gave advocacy and education tips and shared “palm cards” and t-shirts to assist in advocacy efforts. ● Caucus date – February 1, 2016 	<p>Sheila Hansen, Every Child Counts</p> <p>Kelli Soyer, Every Child Matters</p>	<p>Board education and advocacy</p>
<p>11:45-12:30 LUNCH</p>		<p>Networking</p>
<p>12:30-1:00 Hopes and Dreams discussion</p> <p>Hopes and Dreams for this year, themes from small group sharing:</p> <ul style="list-style-type: none"> ● Inspiring more people to speak up. ● Membership and how do we encourage people to be engaged members. ● Thinking of all the different sectors represented and what they can bring to the table. 	<p>Mary & Exec</p>	<p>Team building</p>

<ul style="list-style-type: none"> • Group memberships (center, school, or group) – trying to make it so membership is attainable for all. • Look at groups not represented at chapter meetings and see how that representation could be supported. • Different approaches to meetings – having consistent meetings at same location and time each month or another approach moving meetings around areas; instead of membership meeting have an “early childhood meeting” or “bring a friend”. • Representing diversity within our memberships. • Can we bring National representation to Iowa? Deb Cassidy (President Elect) is coming to on Tuesday, April 19th as part of the “Hansen Series” to speak. Watch for more detail about this event. 		
<p>1:00 Executive Director review process.</p> <p>There will be a “Survey Monkey” sent out next week to be due middle of November. There will be surveys sent to four different groups: Executive Board, Governing Board, Staff, and Funders. The results from this survey will be tallied and presented at the Winter meeting.</p>	<p>Mary</p> <p>Brenda O’Halloran, vice-president</p>	
<p>1:15 Treasurer’s report – 1st quarter and year to date financials.</p> <ul style="list-style-type: none"> • Tom thanked the leadership and Lori with the assistance of the audit, 2014 books can now be closed. • As of end of Sept. 30, 2015 – <ul style="list-style-type: none"> ○ Income = \$505,267 ○ Expenses = \$441, 645 ○ Net Income = \$63,622 • At this point there would be expectations that would be about 25% of way through the budget. Different budget areas vary depending on this point of year but no outstanding challenges at this point. • Two exceptions that were questioned were “Miscellaneous Income”, which would be items that were not specifically put into budget such as presentations by staff, books, etc. The other is in Expenses “Uncollectible accounts” which are participants from TEACH who have left their program or center and need to pay back TEACH funding. <p>Motion to approve – Mary Minard; Second – Mary Luckas; Unanimously passed.</p> <ul style="list-style-type: none"> • Page 49 and 50 are synopsis of changes made in Accounting and Financial Policies and Procedures and Human Resources Policies and Procedures. In all but one case (below) have been approved at a separate board approval. • The exceptions is on page 49, letter “e” which talks about approval of additional signature beyond Barb for checks of \$5,000 or more. There are usually only 3 times a year that Barb signs a check over \$5,000 with the exception of college tuition. This is asking that there only needs to be one signature for college tuition up to \$10,000. 	<p>Tom Rendon, Treasurer</p>	<p>Governance and oversight</p>

<p>Motion to approve - Brenda O'Halloran; Second – Julie Albers; Unanimously passed.</p>		
<p>1:30 -2:30 Self-assessment using toolkit; Next steps and updates for us as a NAEYC affiliate</p> <ul style="list-style-type: none"> • Changes to New Affiliate Structure requirements: <ul style="list-style-type: none"> ○ To be eligible to be affiliate need Annual Budget from \$30K (original proposal of \$50K). ○ To be eligible to be affiliate had to have reserve of 6 months. ○ February 2016 will have a “check-in” to see if will meet affiliate structure requirements. • New Affiliate Structure proposals: <ul style="list-style-type: none"> ○ Members join at 2 levels (National and Affiliate) ○ Standardized dues ○ Alignment of AEYC name to include variations within the charter agreements ○ Affiliate needs to have at least part time staff • Completed a Self-Assessment paper/pencil survey <ul style="list-style-type: none"> ○ Results of this survey will help us guide how to strengthen our organization. ○ This self-assessment was selected by the Executive Board after consideration of several different assessments. • Several Iowans have submitted their names to be on the NAEYC Governing Board. Selection will be after October 31, 2016. The selection will be done by the National AEYC governing board. • If anyone is interested in applying to the Governing Board this is due by October 31, 2015. • Three existing committees and four new committees form Affiliate Boards that NAEYC Governing Board members will sit on. 	<p>Mary</p>	<p>Governance</p>
<p>2:30-3:00 Strategic planning next steps</p> <p>Time was spent reflecting on Strategic Plan that was developed last summer at the Board Retreat.</p>	<p>Mary and Brian Kingrey, President-Elect</p>	
<p>3:00 Small group work</p> <p>Topics:</p> <ul style="list-style-type: none"> • Membership outreach • Spring leadership planning • K – grade 3 issue/outreach group • Public Policy/advocacy- Initial brainstorming for the 2016 public policy agenda <ul style="list-style-type: none"> ○ Page 51 of consent agenda has IAEYC public policy agenda. Discussion was had on changes that need to be made to this policy. ○ The fourth bullet under “quality programs” needs modification. Discussions around keeping or removing 3-year olds and words “statewide voluntary preschool programs”. ○ Barb and Leslie will work on public policy and send to Governing Board. Executive Board will review in December to be approved 	<p>Small groups led by:</p> <p>Mary Minard, Membership chair</p> <p>Mary Airy</p> <p>Brian Kingrey</p> <p>Leslie Stonehocker, Iowa AEYC Public Policy chair</p>	<p>Contribute to some of the priorities of Iowa AEYC</p>

<p>at the Governing Board in January and ready for the Legislative session in February.</p>		
<p>3:45 Other announcements from the chapters, take-home messages, agenda items for next meeting.</p> <ul style="list-style-type: none"> • Iowa City Chapter (Mary Lukas) – Planning a screening fair with IA Children’s Museum for family night; Barb is invited to talk about IOM study; Starting planning for Celebration of Young Child. • Cedar Rapids Chapter (Connie Schulte) – Held trainings on children’s mental health & ADHD behavior; Feb. – Autism training; Spring – Mental Health training; Looking for advocacy thoughts to connect with “Save the Children”. • Green Valley (Joy Brown) – Barb and Brenda came and spoke to the chapter; Fall Conference in Creston; Fund Raising event this evening. • Southwest (Linda Eitmann) – Fall training with play coaches with good turn out; planning Christmas social. • Rolling Prairie (Anne Michel) – 3 attended sessions at Fall Conference; Next meeting will be at the college to get increased college student attendance. • Mid-Iowa (Heidi LaBounty) – Teacher Academy day in February; Having a social soon. • Quad City (Heather Anderson) – Did a Teach Stone two day CLASS trainer training; had board retreat. Had Jason Kotecki come to fall conference. • Fort Dodge (Kristyn Mueller) Making Facebook page. • Davenport (Julee Albers) – working hard on membership and looking at how to engage student members. <p>What will you do with what you learned/heard today? Considering adding “advocacy” to board reports.</p> <p>Adjourn by 4:02 p.m. Motion to adjourn - Brian Kingery; Second - Mary Menard; Unanimously passed.</p>	<p>Mary</p>	

Dates for 2016 meetings

Iowa AEOYC Governing Board Meetings

- January 23, 2016
- April 16 OR April 30, 2016 –
 Spring Leadership or Gov. Board
- July 8 & 9, 2016 (1 or 2 days)
- October 22, 2016

Conferences

- NAEOYC Public Policy – February 29-March 1, 2016
- NAEOYC PDI – June 5-8, 2016
- Iowa AEOYC Fall Institute – Sept. 30-Oct. 1, 2016
- NAEOYC Conference – November 2-5, 2016