

MINUTES

IOWA AEYC GOVERNING BOARD MEETING- VIRTUAL

Saturday, January 21, 2023

9:00 AM -3:00 PM

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.

TIME	TOPIC	PERSON RESPONSIBLE	TIME LIMIT	ACTION REQUIRED, ROLE OF BOARD
8:45-9:00	Set up, log in, and coffee chat	Jillian Herink, Executive Director	15 min.	Networking and Building Relationships
IN ATTENDANCE: JILLIAN HERINK, BRANDY SMITH, BRENDA LOOP, MIRANDA NIEMI, JEN WRIGHT, CRYSTAL ABBE, KATIE MCKENZIE, DIANNE CASTO, BRIAN KINGREY, DONNA KENNEBECK, ANNE MICHEL, KELSEY ANDERSEN, TRACY EHLERT, TIFFANY SKAGGS, LINDA FITZGERALD, GLADYS MOVALL, MARC ELCOCK, MELANIE FELTON, MIKE STIEHL (ARRIVED AT LUNCH)				
9:03-9:06	<ol style="list-style-type: none"> 1. Call to Order – Welcome introductions. Agenda additions and today’s agenda approval. Expectations for board 2. Agenda Approval: 3. Consent Agenda: Board reports, ED report; Jan. Exec. Comm. mtg. minutes, Exec. Work session minutes, Oct Bd. mtg. minutes, board resignations, Job Descriptions, Membership numbers 	Dr. Brandy Smith, President welcomes all - In our discussions, please remember our HPIO Guiding Principles Pgs. 1-3 <u>Pgs. 5-45</u>	15 min.	Governance and Oversight Motion Item -Approval of agenda needed Motion Item -Approval of consent agenda needed
Meeting called to order at 9:03 AM. Motion to approve the agenda by Dianne Casto and seconded by Donna Kennebeck. Motion passed unanimously. Motion to approve the consent agenda by Miranda Niemi and seconded by Crystal Abbe. Motion passed unanimously.				
9:06-9:37	4. Leadership Activity	Dr. Brandy Smith, President Pgs 46-48	20 min.	Board Education
Brandy introduced the board activity. This is an activity that can be done in person or virtually. Where do you land on the compass? The purpose of the activity is to reflect on yourself. It also illustrates different ways to consider things on this board. The executive board had at least 1 member in each of the 4 quadrants. It’s important to have people in each area. Breakout rooms were created for each area. The North group discussed that we get stuff done and don’t need all the details to begin, eager, enthusiastic. Downsides are sometimes too fast paced and need the full roadmap. Other’s feelings aren’t a high consideration. The West group are good editors and detail oriented. Need someone else to get things started but once started are great at adding details and clarity. West group are able to see gaps and potential challenges. In summary, it takes all of us to create change and all of us to consider what we’re each bringing to the board.				

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9:37-9:59	5. HPIO Activity	Donna Kennebeck, HPIO Chair Pgs 49-53	20 min.	Board Direction Setting
<p>Donna shared about moving Allyship work forward. What are the barriers that are perceived? We can't know everything and want to help but sometimes need to learn before acting. A challenge is a recent ruling in the diocese against trans children. Difficult to navigate the politics of things. Families sometimes asking questions about child care policies and whether they are supportive of all or anti- some groups. Hurtful to see bills introduced in Iowa that would hurt children. Miranda is involved in writing a curriculum/training for child care programs about how to speak and support these types of things. NAEYC offers a course in Anti-Bias. Crystal shared that work and learning is a process and there is not a beginning, a middle and an end. Tracey left the meeting temporarily at 9:53 am. When she returns, we will ask her about bill numbers and any advocacy needed. Donna shared a catchphrase: See something wrong, stay strong and say that's not ok.</p>				
9:59- 10:17	6. Treasurer's report – 2 nd quarter and year-to-date financials	Dr. Brian Kingrey, Treasurer <u>Pgs 54-56</u>	20 min.	Governance and Oversight Motion Item
<p>Brian shared the latest financial reports. The balance sheet shows total assets \$1,107,794.96 as of the end of December. Total equity \$1,027,868.85. Liabilities of \$11,398.13 in T.E.A.C.H. which will be made up. Accounts payable shows a negative due to when insurance premiums are paid. On the budget to actual sheet, we should be at about 50% halfway through the year. On the income side, we are way over estimates on interest which is great. Donations are at 290%. Part of that was carried over for Dan's work on strategic planning. Sponsorship revenue is also above the planned amount. Overall, income is \$5,662,349 or 43% which is below the expected 50% but is still more than the expenses at the bottom of the page. Donna commented that she likes the reminders on donating. The Impact Report does show who the donors are and there is outreach to previous board members for continued donations. The Impact Report does only show those who make a tax deductible gift so donations back of mileage or donating items are not reflected. On the expense side, there is no expense for interest because we have not had to utilize the line of credit. Board expenses are over the budgeted amount partially due to carrying over \$5,000 for Dan's work as well as having both a current president and past president. Moving expenses are above budget but office supplies are well under so the total between the two is still under budget. Total expenses is \$5,324,0943 which is 44% of budget and net income is \$338,255 or 39% of our total budget. Jillian noted that HHS has greatly reduced the amount of time it takes to get their bills paid. Jillian requested the board's support in recruiting for WAGE\$ especially to programs that already qualify through participation in IQ4K. Jillian will ask Ashley if there is any movement on wage caps. Motion to accept the Treasurer's report by Miranda and seconded by Gladys. Motion passed unanimously.</p>				
10:17- 10:29	7. Affiliate Council Update	Dr. Melanie Felton, NAEYC Affiliate Advisory Rep Pgs 57-58	15 min.	Education for Board Governance
<p>Brian shared while Melanie was assisting students that work is continuing on DEI+B+J (belonging and justice) and that they are working on their annual report. The recommendations made to the board are being kept but with actionable terms and making sure to include taking steps to hear all voices. Michelle, CEO, has met with the senior leadership of the council and with Gwen and discussed what the affiliate council offers. There is a lexicon workgroup meeting about inclusive language. Also continue working to include social justice to the DEIB work. The council is working to support affiliates in initiatives with diversity and inclusion and with affiliates that are struggling. This is Melanie's last year on the affiliate council. We need someone from Iowa to apply to be on the affiliate council and it would be great if it is someone who is currently working with children. Affiliate representatives no longer are on the council to represent Iowa, it's as a representative only. People on the council do meet in person at least twice per year and that is typically tied to existing conferences. In addition, when it is budgeted for, there is a 2 day retreat in DC at the national offices.</p>				

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10:29-10:43	8. Iowa Child Care Coalition Legislative Priorities 2023	Jillian Herink, Executive Director Pgs 59-60	15 min.	Board Direction Setting
Iowa Child Care Coalition Policy Priorities 2023, Jillian shared some history about the partners around the table at the coalition and the benefits of having shared priorities. Four priorities are listed at the bottom of the first page. The group is currently trying to get a date in February at the capitol where there would be specific time slots for different priority areas. Iowa AEYC is also an affiliate of the ECI Association of Boards and Advocates. Jillian worked with the new communications person for a legislative update to all legislators. Lots of discussion about advocacy going on with other organizations including CAMHI4KIDS and where we align and where we don't. Crystal asked if CAMHI4KIDS will be joining the child care coalition. Jillian responded that they are not an organization so it is different from others in the coalition. Many of the coalition members are also participants of CAMHI4KIDS.				
<i>STRETCH</i>	BREAK		5 min.	
10:52- 11:01	Executive Director Evaluation	Crystal Abbe, Board Vice-Chair	15 min	Education for Board Governance
There has been some turnover in the vice-chair position, so Crystal is working on shoring up the evaluation process and will share where things are at this point. Crystal plans to finish 2 pieces in the next week including a survey to board and staff and on certain years to community partners. The other document is a timeline of what needs done when. Board members should receive the survey monkey in mid-February.				
11:01- 11:44	9. Bylaw- amendment discussion	Executive Committee Pgs 61-65	50 min	Board Direction Setting
Brian shared the draft of the by-laws. It will not be completed and voted on at this meeting because there are things related to discussion later on regarding interest chapters. Bylaw revision discussion, Bylaws were last updated in 2016. Brian's draft has changed anything that was a change from NAEYC struck through and new verbiage included. It's our decision to keep NAEYC language. All children was changed to each and every child. Values were changed to be more transparent. Section 3.3, classes of members, have changed. The Iowa specific items begin in Article 4. There is a listing of different board positions and their length of term. Anything in green in the next few pages could be changed with discussion regarding chapters. HPIO could be the nomination chair since there are different years that will have a past president or president elect. There could be a change that HPIO be an elected position versus appointed and be considered a principal officer. This would keep the group at 5 or 6 principal officers instead of occasional years with only 4 members. Discussion regarding aligning appointed positions with the term of the president. To be ready for October, 2023, we need to move these changes forward soon to allow for 30 days to present to the members as well as preparing a slate of officers that are up for renewal.				
11:44-11:46	10. Regroup and break for lunch	Dr. Brandy Smith, President	5 min.	Suggestions from Tiffany on "chapter" names to consider.
11:46-12:35	LUNCH	On your own	30 min.	

TIME	TOPIC	PERSON RESPONSIBLE	TIME LIMIT	ACTION REQUIRED, ROLE OF BOARD
12:35-1:41	11. Chapter Restructure discussion <ul style="list-style-type: none"> ● Review ● Looking forward ● Next Steps 	Dr. Brandy Smith, President Pgs 66-67	60 min.	Education for Board Governance Board Direction Setting
<p>We made the decision previously to change the chapter structure, now comes the work of making decisions detailing the new structure specifics. Optimal board size is 8-14 members. Five interest areas with 2 co-chairs each. Co-chairs would meet 4 times per year to discuss how the interest areas are going. Brandy went over the draft structure. Dianne asked if it was a limit of 2 or a minimum of 2 trainings per interest area. Dianne also asked if the 2 institutes would be counted as training for the interest areas. The thought was no but want to make sure that interest areas don't plan training within a certain amount of time of the 2 institutes. Feel like it will be easier to plan the training since the events planner on staff at Iowa AEYC will be involved so there isn't overlap. Interest areas would not contain officers like president and treasurer any longer. Current chapter bank accounts will be closed and those funds will be sent back out to the new interest areas via a request form. Dianne asked about sub-committees that the Play committee is currently utilizing. There are possibly many members that are approved trainers through other organizations and those may be able to be utilized with the new interest areas. Crystal noted that it would be nice if some of the training were offered virtually so all interest area members could participate. Tiffany asked about trainer qualifications for Iowa AEYC. Jillian stated that it was on today's agenda but was scratched due to other priorities. It will be discussed at a later date. Jen asked about teacher licensure credit. Iowa AEYC is not a teacher licensure approved entity but they are a DHS approved trainer. Training is just one component of the new interest areas. It's also about the meetings and networking.</p> <p>Possible board makeup discussion: Brandy shared one option discussed by the executive board. Donna suggested maybe having at-large members. Brian shared that each of us can represent many different entities but our current chapters elect someone to represent them on the board. The at-large members could be used to fill in those areas to represent larger groups. Jillian described the advantage of having individuals to represent a single area not multiple like an ED and a parent of a child with special needs and a business role etc. Linda asked about more intentional lining up of interest areas with board positions. Jillian shared that people in leadership roles within chapters aren't necessarily interested in board positions and there are additional layers of leadership and a more natural pipeline. Question about where the chairs came from, not all from NAEYC but just naturally were formed. Discussion regarding the audit chair being so seasonal that it is not an annual commitment but it cannot be the treasurer. Crystal shared that the VP role could be shifted because oversight is not needed for the chapters anymore from that role. Next steps, Brandy will edit the structure documents and go back to the executive committee and back to the governing board again in April. Some items will need to move forward before the April governing board in order to meet timelines. A motion will go out from executive committee to move forward. Brandy will decide if it needs a second from someone outside the executive committee. The application process for co-chairs will be in April.</p>				
<i>STRETCH 5 MIN</i>	BREAK		5 min.	
1:46-2:02	12. Upcoming Elections and timelines and updates from Tracy about the legislature	Brandy Smith, President and Miranda Niemi, Past- President	15 min.	Board Direction Setting
<p>Tracy shared that this morning's legislative forum did not have a question about child care or early education. That was the first time those topics were not brought up. There has been movement to cover unlimited absences. HF8 and HF9 are both related to LGBTQ/transgender education bills. Tracy also shared that there has not been much talk from either side of the aisle about child care this session.</p> <p>Miranda shared that we know we will have elections for vice-president and secretary. Elections will need to be completed before the April governing board meeting. Action will need to be suspended in order to not have a president elect vote due to the new timeline for terms.</p>				

TIME	TOPIC	PERSON RESPONSIBLE	TIME LIMIT	ACTION REQUIRED, ROLE OF BOARD
2:02-2:44	13. Chapter Share Out Concerns/ Questions WOYC	Chapter Representatives	30 min.	Networking and Building Relationships
<p>Linda asked if we know the reason why so many chapters don't have a representative and will it carry over in the new structure? Ways to reduce burdens on time? Brandy shared that we have heard that more people are willing to step into leadership roles in interest areas because that's their wheelhouse. With board membership, a smaller board will not require as many folks to give their time. Kelsey asked if family child care won't feel left out without a board position dedicated to FCC. Further clarification that there is still an interest area for family child care. The Mid-Iowa Chapter did offer training on i-power but did not get enough enrollees. The North Iowa Chapter held their local conference in November with a Play experience. Three new individuals were also submitted for membership. Family Child Care chapter sent handwritten Christmas cards with reminders about the next meeting. Seven attended their first meeting in 2023. Several members indicated Monday evenings don't work for them. Southeast Chapter met at a restaurant and three attended. They will also be meeting in February on a Thursday evening. Southwest Chapter will be holding their provider appreciation day. Mike asked about emails going to the entire membership about the changes. The biggest tasks right now are closing out social media accounts and bank accounts. Prairie Rivers will be holding a Nature Explorer training. Brandy will add information in the upcoming chapter membership email about communication since that was an area that was lacking in some chapters previously. WOYC will be sent to the Governor for signature again this year. That will also be a fundraiser time. Discussion regarding opportunities for Day on the Hill activities on our own or with other similar groups.</p>				
2:44-2:57	14. Executive Director Updates	Jillian Herink, Executive Director	30 min.	Board Direction Setting Education for Board Governance
<p>Jillian wanted to point out in her report about bringing on four new staff in roles of communication, events, admin specialist and executive specialist. Spring leadership is coming up in April. Friday will be Conscious Discipline with a little PBIS. The second day will be Kristen Peterson. Fall institute will be Holly Elissa Bruno and Jason Kotecki. Giving Tuesday brought in over \$2400. There was a great applicant pool for CDA Navigators and they have asked to hire 3 in March and 2 more in July. Asacia has resigned from her WAGE\$ counselor and an offer has been extended. With the movement of ECI into HHS and the Governor's intent to combine state agencies, there is some uncertainty with Rick's position since he is in the 5th year of a 5 year contract. ECI also funds T.E.A.C.H for non-licensed programs.</p>				
2:50-3:00	<p>15. Think about what are your take-back messages, and agenda items for next meeting.</p> <p>THINK ABOUT</p> <p>What will you do with what you learned/heard today? Who will you share it with? Where do we go from here?</p> <p><u>Don't forget to complete and submit:</u></p> <p>Confidentiality, Conflict, and Disclosure form</p> <p>GB Meeting Evaluation</p> <p>**Adjourn no later than 3:00</p>	<p>Dr. Brandy Smith, President</p> <p><u>Upcoming dates for your calendars:</u></p> <p>NAEYC 2022 Annual</p> <p>Public Policy Forum 2/26-2/28/2023 Washington, DC</p> <p>WOYC-04/1-7/2023</p> <p>Iowa AEYC Spring Institute-04/28- 29/2023 Hilton Garden Inn</p> <p>PLI- 06/04-7, 2023 Portland, Oregon</p> <p>Iowa AEYC Fall Early Learning Institute Pre-Institute 10/5 Institute 10/6-7/2023 Prairie Meadows</p>	10 min.	<p>2022-2023 GB Meetings:</p> <p>4/22/2023 Iowa AEYC</p> <p>7/21-22 2023- Governing Board Retreat, West Des Moines Marriott</p> <p>10/28/2023 Iowa AEYC</p>
<p>Motion to adjourn by Brian at 3:01 pm. Motion passed unanimously.</p>				

