



MINUTES

IOWA AEYC GOVERNING BOARD MEETING

Friday July 21 8:30-4:00 and Saturday July 22 8:30-3:30

West Des Moines Marriott, 1250 Jordan Creek Parkway, West Des Moines, IA 50266

Please RSVP to wmosdal@iowaeyc.org with your intention to participate if you have not already done so.

Iowa AEYC promotes high-quality early learning for each and every child, 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: Dr. Brandy Smith, Dr. Brian Kingrey, Crystal Abbe, Kristin Rourk, Gladys Movall, Dianne Casto, Donna Kennebeck, Rebecca Ausman, Jennifer Wright, Brenda Loop, Kelsey Andersen, Mike Stiehl, Marc Elcock and Tiffany Skaggs. Staff: Jillian Herink, Wendy Mosdal, Jonni Solum.

TIME	TOPIC	ACTION REQUIRED/ROLE OF BOARD
	FRIDAY JULY 21, 2023 **Salon A/B**	
8:30-9:03	Continental Breakfast networking; set up meeting space	
9:03-9:15	<ol style="list-style-type: none"> 1. Call to Order (Dr. Brandy Smith, President) <ul style="list-style-type: none"> ● Welcome, introductions ● Individual board member celebrations ● expectations for the board ● Agenda Additions ● In our discussions, please remember our HPIO Guiding Principles 2. Agenda Approval (Dr. Brandy Smith, President) <ul style="list-style-type: none"> ● Pgs 1-5 3. Consent Agenda (Dr. Brandy Smith, President) <ul style="list-style-type: none"> ● Board reports ● Executive Director report ● Executive Committee mtg minutes ● Governing Board meeting minutes ● Membership report ● Board Meeting Dates FY '24 ● Board Appointments/Resignations ● Iowa AEYC Organizational Chart ● Pgs 6-54, 63-69 	<p>Motion Item- Approval of Agenda</p> <p>Motion Item- Approval of Consent Agenda</p>



<p>Meeting called to order at 9:03 AM. One correction to the agenda, Dr. Brian Kingrey will be doing the closing activity. Motion to approve the modified agenda by Donna and seconded by Gladys. Motion passed unanimously. Motion to approve the consent agenda by Brian and seconded by Gladys. Motion passed unanimously.</p>		
9:15-9:44	<p>4. Opening Activity (Dr. Brandy Smith, President) Connecting Activity- What Would you do with an Idea?</p>	Professional Membership, Leadership, and Innovation
<p>This retreat will be very different as we move into a new structure with board members both joining and leaving. All board members introduced themselves and their jobs as well as their roles within Iowa AEYC. Donna introduced the activity, "What if, then what?" Poster paper was distributed and different groups expanded on each others' thoughts and shared out. Donna shared the book What Do You Do with an Idea? Donna read the book to the group. We've taken steps forward and backward over time as a field. We don't always have opportunities to gather and talk. Our "what if" statements related to 0-5 being treated comparatively with K-12 and also having support for special needs children. Brandy shared about the number of applications for both board restructure as well as PEG co-chair positions. The great number received shows the continued desire to move the profession forward.</p>		
9:44-10:01	<p>5. High Performing Inclusive Organization Activity- (HPIO), (Donna Kennebeck, HPIO Chair)</p> <ul style="list-style-type: none"> ● Board meeting ground rules ● HPIO survey <p>Pgs 70-72</p>	Professional Membership, Leadership, and Innovation Organizational Excellence
<p>Brandy gave a brief introduction of the placard in the front of the room describing meeting ground rules. Donna read more detail on each rule as photos were shown on the screen and we identified which photo referred to which rule. Then Donna shared the HPIO survey and asked participants to complete it. Donna shared "Babies First Book of Banned Books" and it includes a synopsis of the banned books described. Iowa will stick with the HPIO descriptor. The national level has changed to Diversity Equity Inclusivity Belonging Justice (DEIBJ)</p>		
10:01-10:20	<p>6. Annual Board Assessment, Walk- about, (Jillian Herink, Executive Director)</p> <ul style="list-style-type: none"> ● Education from board self- assessment and orientation ● Annual board evaluation <p>Pgs 73-74</p>	Organizational Excellence
<p>Jillian shared that we are required as an affiliate to do various things including an annual assessment and a self-assessment. Jillian referred to a table handout to read prior to the walkabout with red, yellow, or green stickers to indicate how well board members think we are doing on a variety of things.</p>		
10:20-10:30	***BREAK***	



10:30-10:53	<p>7. Treasurer’s Report (Dr. Brian Kingrey, Treasurer)</p> <ul style="list-style-type: none"> • End of year financials Pgs 75-77 	Organizational Excellence Motion Item
<p>The balance sheet balances, yeah! The total assets are \$1,660,647.71, total equity is \$1,512,308.47, and \$148,339.24 in total liabilities. On the budget to actual form, since it’s the end of the fiscal year, line items should be at 100%. On the income side, memberships were almost double because T.E.A.C.H. and Wage\$ participants must be members and the remaining chapter dollars went there. These dollars will be transferred to PEG’s. Interest income is \$726. The miscellaneous revenue is the IDPH source. The donations are also above the projected amount for the year. Fundraising was only at 59%. We were not as successful with WOYC and Giving Tuesday activities this year. Total income is \$12,919,469 which is 99% of the actual budget. On the expenses side, the professional fees line item is high due to stipends that were paid to providers to complete the workforce survey. There is no evaluation expense for this year since it was a year that no programs underwent an evaluation. Interest expense is \$0 because we did not have to use the line of credit, yeah! The advertising/marketing expenses are high because of promotion of T.E.A.C.H. and WAGE\$. Those expenses were charged back to those contracts. Board expenses were well over budget as well as travel and meeting expenses but it ties to the conferences also. Travel expenses are higher than anticipated. Business expense was the office move which is a one time expense. Professional fees was a workforce study completed by I2D2 and was included in that contract. Total expenses are \$12,096,774 which is also 99%. Net income is currently \$822,695 but there will be a few adjustments due to year end since the auditors have not completed their work. The audit will be approved at the October governing board meeting. Motion by Gladys to accept the financials as presented and seconded by Donna. Motion passed unanimously.</p>		
10:53-11:11	<p>8. Amended FY24 Budget (Dr. Brian Kingrey, Treasurer; Jillian Herink, Executive Director)</p> <ul style="list-style-type: none"> • Review approved preliminary budget from April with actuals in place Pg 78 	Organizational Excellence Motion Item
<p>We now have as close to actual as possible for the FY24 budget. There were some changes on both income and expenses. The highlights of the changes are: increased projected conference revenue, lower wages with some staff retirements, increased staff development with a larger staff, no evaluation expenses this year are needed, equipment increased with a need for a new server, and there are fewer T.E.A.C.H. stipends projected. Kristin asked why the budget has increased so much in the last few years. Jillian explained that contracts have increased a lot from HHS since we are the license holders and are the only ones who can implement them. Rebecca asked with WAGE\$, what will happen when programs don’t obtain their IQ4K level? Those programs will drop off of WAGE\$. Some discussion regarding ways to affect usage of carryover CCDBG funds. Some additional conversation on why CCA pilot is only for those staff with 32 hours in the classroom leaving other staff out. Motion by Brenda to accept the proposed FY24 budget and seconded by Jennifer . Motion passed unanimously.</p>		



11:11-11:20	9. Investment Firm Discussion (Dr. Brian Kingrey, Treasurer; Jillian Herink, Executive Director)	Organizational Excellence Motion Item
<p>We last invested back in 2007-2009 and all those assets were depleted due to market crashes. Brian, Lori and Jillian met to score 4 applications received from investment firms based on the rubric that was approved at the governing board meeting in April, 2023. The recommendation at the Executive Committee was to accept Private Wealth Asset Management as the investment firm. They provide a 2 person team as well as a Relationship Manager which provides a great succession plan. We will invest \$75,000 to begin with. Moving forward we will discuss annually in December what percentage of net income to invest. Motion from the executive board passed unanimously.</p>		
11:20-11:37	10. New Staff Introductions and Connecting Activity (Jillian Herink, Executive Director; Dr. Brandy Smith, President) <ul style="list-style-type: none"> ● Amy Bice ● Leah Hannah ● Chelsea Kusmec ● Emily Lehman ● Jeannine Laughlin ● Wendy Mosdal ● Laurie Parker ● Jonni Solum 	Organizational Excellence
<p>Tiffany arrived at 11:15 AM. Brandy asked for people to get up for 3-4 minutes and meet someone to connect with and discuss your earliest memory you can remember. After the one on one sharing, all the new staff present were introduced.</p>		
11:37-11:57	11. Connecting Activity (Dr. Brandy Smith, President)	Professional Membership, Leadership, and Innovation
<p>Brandy introduced another activity for us to get to know each other better. Brandy did this activity at PLI in the President's Circle session. Use the table handout to create a hashtag of who you are as a leader and share with others.</p>		
11:57-1:05	***LUNCH-Jordan Creek Room*** West Des Moines Marriott	
1:05-1:15	12. Affiliate Overview and PLI Share Out (Dr. Brandy Smith, President; Brenda Loop, Secretary; Jillian Herink, Executive Director)	High Quality Early Childhood Education The Profession Professional Membership, Leadership, and Innovation Organizational Excellence
<p>Brenda, Jillian and Brandy shared about their experiences in June at PLI in Portland.</p>		
1:15-1:51	13. Fellow Program (National Conference of State Legislators) Presentation , (Tracy Ehlert, Workforce Advisory Chair) Video	Professional Membership, Leadership, and Innovation



<p>We watched a recorded message from Tracy about the NCSL Early Childhood Fellow program she participated in. She completed the program in September, 2022. All legislators and staffers are members and the organization has existed since 1975. In 2011, the Early Childhood Fellow program was introduced. There are about 250 graduates of the program. There were 3 child related fellow programs meeting at the same time, early childhood, homelessness and child welfare. They were surveyed on day 1 about legislative priorities. The highest were the workforce followed by child care. Marc joined the meeting at 1:26 pm. Reflections that when we remove barriers for people, they are able to be successful.</p>		
1:51-2:00, 2:14-2:17	<p>14. Fall Institute Awards (Executive Committee) Pg 79</p>	<p>Professional Membership, Leadership, and Innovation Organizational Excellence Motion Item</p>
<p>Discussion regarding the nominations that have been submitted for awarding at this fall's institute. We are interested in seeking more applicants in the future. The nominations are open now for next fall's institute. Motion to approve Shanell Wagler as Children's Champion, Educator of the Year Rebecca Braster and Influencer Award Amber Kollbaum by Brian and seconded by Tiffany. Motion passed unanimously.</p>		
2:00-2:14	***BREAK***	
2:17-3:04	<p>15. Job Description (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> ● Discussion ● Activity <p>Pgs 38-62</p>	<p>Organizational Excellence</p>
<p>SOT Strengths Opportunities and Threats (not weaknesses) will be done with job descriptions. Executive Committee members have already looked at their job descriptions so will be paired with a newer board member. Donna-At Large Marc and Tiffany, Brenda and Jennifer, Brian Membership Kelsey and Kristin, Crystal floater. All chart papers were collected after sharing with the larger group.</p>		
3:04-3:39	<p>16. Strategic Plan (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> - The PEG connection and structure brief discussion? OR revisiting the plan? 	<p>High Quality Early Childhood Education</p> <p>The Profession</p> <p>Professional Membership, Leadership, and Innovation</p> <p>Organizational Excellence</p>
<p>The connection of the strategic plan to the board's work could be better. Each of the 5 engagement groups will have a link with the governing board and an executive committee member. How will we make the strategic plan come alive tomorrow with the PEG's group?</p>		
3:39-3:48	<p>17. Awards and Acknowledgements (Dr. Brandy Smith, President) Recognition and thank you to exiting board members.</p>	<p>Organizational Excellence</p>



<p>Clocks were distributed to board members going off the board. Rebecca Ausman, she will be a T.E.A.C.H. and WAGE\$ ambassador and on the oversight committee for IQ4K. Mike Stiehl-will be working with community programs and will be teaching 12 credit hours for a colleague who has cancer at the University of Nebraska-Omaha. Dianne Casto-teaching at church, hoping to continue on as a Play coach. Gladys Movall-changing child care so she can apply for a M-F daytime job and still support evening and weekend families, teaching some young teens about providing child care. Miranda Niemi and Sara Schwerin will be provided with their clocks tomorrow or at a later time.</p>		
3:48-4:00	18. Fun closing Activity (Dr. Brian Kingrey, Treasurer)	
<p>We played Kahoot. Motion to close the session by Donna and seconded by Gladys at 4:23 pm. Motion passed unanimously.</p>		
4:30-5:30	Social hour-West Des Moines Marriott, JC Craft	
5:30	Dinner- Jordan Creek Room West Des Moines Marriott	
	Following Dinner - Optional social game time- Brenda Loop, Secretary	We learned Slippery Ace!
<p>SATURDAY JULY 22, 2023 **Salon A/B**</p>		
8:15-9:00	Breakfast networking and set up meeting space	
<p>In Attendance: Tiffany Skaggs, Julia Green, Justina Yoder, Kelley Adkins, Brenda Loop, Jennifer Wright, Rebecca Ausman, Dianne Casto, Crystal Abbe, Rhonda Bittner, Marc Elcock, Donna Kennebeck, Gladys Movall, Kala Sullivan, Jessica Shields, Kelsey Andersen, Brian Kingrey, Miranda Niemi (joined the meeting at 10:15 AM) and Brandy Smith. Staff: Jillian Herink and Wendy Mosdal.</p>		
9:05-9:48	1. Opening Get to Know You Activity (Dr. Brandy Smith, President and (Donna Kennebeck, HPIO Chair)	Professional Membership, Leadership, and Innovation Organizational Excellence
<p>Motion by Brian and seconded by Tiffany to reopen the session at 9:05 AM. Motion passed unanimously. Starting with introductions, what is your day job and what is your role in Iowa AEYC. There has been work to diversify the board. We were very selective in filling the new positions on the board as well as the PEG co-chairs. Brandy showed a book called Maybe. Six or seven years ago it was decided that the geographical chapters were not really working anymore. That led us to today. The story is to help us look at the board through our own lens. "Have you ever wondered why you are here?" "Maybe you will help others see the beauty in each day." How can we help others in the profession see the beauty in each other. "Do everything with love. Follow your heart and see where it leads you." "Maybe you are here to help in only ways you can. What brings you uniquely to the table today?" "There will be struggles; there will be fears and it won't always be easy. You might make a mess of things. You may fall down. You may fail. How do we make sure we don't fail? by listening, by making sure everyone is heard, never giving up, supporting each other, by always having a parent voice, educate others outside of the field, build bridges. We know there is a lot of work in front of us. One thing is for sure and you are here and with you everything is possible.</p>		



9:48-10:21	2. Overview of Iowa AEYC , (Jillian Herink, Executive Director)	Organizational Excellence (Board Education)
<p>Jillian shared a PowerPoint about the organization and it includes a PBS commercial and several white board videos. They can be found on the website and on the Iowa AEYC YouTube channel. Outcome data from T.E.A.C.H. and WAGE\$ was shared from FY22. FY23 data will be coming soon.</p> <p>Miranda Niemi joined the meeting at 10:15 AM</p>		
10:25-10:55	3. NAEYC Code of Ethics (Dr. Brandy Smith, President)	Organizational Excellence (Board Education)
<p>The code of ethics was last revised in May 2011 and we were told at PLI in Portland in June, 2023 that it will be revised. We are being proactive in Iowa to review and consider what we should keep, what could be removed and what is missing?</p>		
10:55-11:12	***BREAK***	
11:12-12:00	4. DNA of Dynamics Boards , (Dan Prater) Video	Professional Membership, Leadership, and Innovation Organizational Excellence (Board Education)
<p>Dan was unable to be here but recorded a video for our viewing. Information included life cycles of nonprofit organizations, truths and myths about nonprofit boards, and motives for joining boards.</p>		
12:00-1:02	***LUNCH-Jordan Creek Room*** West Des Moines Marriott	
1:02-1:34	5. DNA of Dynamics Boards , (Dan Prater) Video (Cont'd)	(Cont'd)
<p>Video continued after lunch covering legal responsibilities of board members, 5 W's of board members, 8 core responsibilities of board members, role distinction and advocacy.</p>		
1:37-2:06	6. Strategic Planning/Board Training PEG Structure Discussion (Executive Committee) <ul style="list-style-type: none"> • How the PEGs came to be (Dr. Brandy Smith) • Plans moving forward (Crystal Abbe, Vice President) • Report out from Friday's strategic plan discussion 	High Quality Early Childhood Education The Profession Professional Membership, Leadership, and Innovation Organizational Excellence
<p>Brandy asked former board members to stand, current board members, executive committee board and PEG co-chairs. These groups combined with a staff of about 30 people will work together to move our work forward. Brandy discussed our thoughts with the PEG groups. PEG groups will each have a support person from the Executive Board as well as support from Crystal the Vice President of the Board. All PEGs will meet virtually 4 times per year. In addition, each PEG will hold 3-4 virtual meetings (not trainings). Also, plan/hold 1-2 trainings per year. PEG co-leaders will learn how to</p>		



submit a budget request. We need to have regular communication and will require minutes to be taken at the meetings and submitted to the office. Brian described the cog activity.		
2:06-2:26	7. Strategic Planning/Board Training (Dr. Brandy Smith, President) <ul style="list-style-type: none"> • How will you make your priority come alive? • Where are you starting? • What is your first step? 	(Cont'd)
Each of the PEG's met at their respective tables.		
2:26-3:05	8. Reporting out from each Priority Area <ul style="list-style-type: none"> • High Quality Early Childhood Education • The Profession • Professional Membership Leadership and Innovation • Organizational Excellence 	(Cont'd)
Each of the PEG's reported out to the large group. The PEG's will meet virtually on September 19 from 6:30-8 pm with Crystal.		
3:05-3:13	9. Executive Director Updates (Jillian Herink, Executive Director) <ul style="list-style-type: none"> • Consent agenda- reminders • Review of forms: Confidentiality /Conflict of Interest/Disclosure Statement (October), Board Meeting Evaluation, Expense Report • Donation for T.E.A.C.H 20th Celebration • Fall Institute Volunteer sign up – sent out from Jonni 	High Quality Early Childhood Education The Profession Professional Membership, Leadership, and Innovation Organizational Excellence
<p>If you're part of the group today, you know that reading assigned ahead of time is important. A consent agenda is not a rubber stamp, if you have questions, ask. Conflict of interest and confidentiality forms will be coming in October. One way to donate to the organization and be part of the 100% giving board is to donate back all or some of your mileage to and from the governing board meetings. There are two envelopes for donating to T.E.A.C.H. 20th Anniversary and general donations. There was a volunteer sign-up from Jonni. Please let her know if you can help with that.</p>		
3:13-3:30	10. Closing (Dr. Brandy Smith, President) <ul style="list-style-type: none"> • What is the next chapter of your story? 	Professional Membership, Leadership, and Innovation
Brandy asked us to each consider where are we each going after today as some of us undertake new roles or may be stepping off into a member role. Motion by Miranda and seconded by Gladys to adjourn the meeting at 3:25 PM. Motion passed unanimously.		

HAVE YOU...

- [Turned in the Confidentiality/Conflict of Interest/Disclosure Statement?](#)
- [Completed the Board Meeting Evaluation on SurveyMonkey?](#)

- [Turned in your board expense form?](#)

IMPORTANT DATES:

10/6-7/2023	Early Learning Fall Institute, Prairie Meadows
10/7/2023	Membership Meeting, Prairie Meadows (7AM- 8AM)
10/14/2023	Executive Committee Meeting
10/28/2023	Governing Board Meeting
11/15-18/2023	NAEYC's Annual Conference (Nashville, TN)

Strategic Priorities- Guiding Our Work Through 2026



High Quality Early
Childhood Education



The Profession



Professional Membership,
Leadership, and Innovation



Organizational
Excellence