**AGENDA**

**IOWA AEYC GOVERNING BOARD MEETING**

Saturday October 28, 2023

9:00 AM – 3:00 PM

**Iowa AEYC** 6200 Aurora Ave, Suite 605E, Urbandale, IA 50322

Please RSVP to [wmosdal@iowaaeyc.org](mailto:wmosdal@iowaaeyc.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.

**Attendance:**

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| X | Brandy Smith | ☐ | Kelsey Andersen | X | Kristin Rourk |
| X | Crystal Abbe | X | Tracy Ehlert | X | Tiffany Skaggs |
| X | Brian Kingrey | ☐ | Marc Elcock | ☐ | Jennifer Wright |
| X | Brenda Loop | ☐ | Linda May Fitzgerald | X | Jillian Herink |
| X | Donna Kennebeck | X | Amy McGinn | X | Guest: Wendy Mosdal |
| X | Guest: Robert Endriss | X | Guest: Dave Arends | X | Guest: Brett Halley |

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| **TIME** | **TOPIC** | **ACTION REQUIRED/ROLE OF BOARD** |
| 8:45-9:00 | Set up, log in and coffee chat (Jillian Herink, Executive Director) |  |
| 9:00-9:14 | 1. **Call to Order** (Dr. Brandy Smith, President)  * Welcome introductions * agenda additions and today’s agenda approval; * Expectations for the board * In our discussions, please remember our HPIO Guiding Principles  1. **Agenda Approval** (Dr. Brandy Smith, President)  * Pgs 1-3  1. **Consent Agenda** (Dr. Brandy Smith, President)  * Board reports pgs. 4-19 * ED report pgs 20-22 * Investment pgs 23-27 * October Executive Committee mtg minutes pg 27-31 * July board meeting minutes pg 32-40 * Job descriptions pg 41-78 * Human Resource/Fiscal Policies and Procedures pg 79-144, 145-240 * Membership numbers pg 241 | Leadership, and Innovation  **Motion item -** approval of agenda    High Quality Early Childhood Education  Professional Membership, Leadership, and Innovation  Organizational Excellence  The Profession  **Motion Item-** approval of Consent agenda |
| Meeting called to order at 9:03 AM.. Everyone introduced themselves and their role in Iowa AEYC and their “day jobs” since we have a new person today, Amy. Welcome, Amy! Brandy shared that this is the first board meeting with our new board size. Donna reviewed the meeting ground rules. Motion by Donna to approve the agenda and seconded by Tiffany. Motion passed unanimously. Motion by Brian to approve the consent agenda and seconded by Crystal. Motion passed unanimously. | | |
| 9:14-10:19 | 1. **Leadership Activity- Reflections** (Dr. Brandy Smith, President) | Professional Membership, Leadership, and Innovation  Organizational Excellence |
| Brandy introduced the leadership activity. She shared that while the fall institute was amazing and for a lot of staff this was their first institute, there was a gap of few to no school-based program staff present. We discussed writing a white paper to state who we are and what our organization is. Brandy asked each of us to review Iowa’s mission statement. Donna shared that “all” is a huge word. Tracy shared about the diverseness of the workforce. There was a change within the last year or so from all children to each and every child. It’s more affirming sounding for children. Kristin brought up the birth-8 versus birth-5 and how we can support kindergarten and up and how there are silos within the birth-8 space. Brandy shared about a child that is struggling to get to preschool and how districts are not willing to provide the supports that are needed. Crystal shared practice, policy and research are listed in the mission statement and how we are just beginning to make a mark in those areas now. Donna questioned whether attacks on DAP will provide opportunities to lift our work. Brian shared that the DAP 4th edition is on a list of banned books. Kristin shared about work happening locally in Des Moines to collaborate at pre-k levels. Tracy shared that she has heard a legislator may introduce legislation to fully fund all day preschool during this legislative session. Tiffany shared about making sure we include family child care in these discussions so they don’t lose all their 3- and 4-year-olds. Donna asked about the impact of dual teacher licensure. At 9:42 am, we broke into small groups to take notes on the form that Brandy provided. We shared out from our small groups and Brandy collected all the worksheets. **Concerns**: not seen as experts, licensure to be birth-3rd or pre-k to 3rd, EC not operating in silos-providers don’t know where to go for help, universal para requirements, support services all around are inconsistent, funding sources, attacks on DAP, wages/pay parity within and outside the profession. **Solutions:** funding/pay parity, coordinated services, experts across all silos @ each table, ways to include FCC in universal pre-k, elevating families voices. | | |
| 10:19-10:30 \*\*\*BREAK\*\*\* | | |
| 10:30-10:49 | 1. **Review of the Audit and 990** (Robert Endriss, Denman)  * Pgs 242-303 | Leadership and Innovation  **Motion Item**  Accept the Audit  Give permission to sign 990 |
| Robert introduced himself and shared that Denman has been working with Iowa AEYC for a number of years. Two documents were distributed. Page 3 of the bound document starts the independent auditor’s report. This shows that the policies and practices of Iowa AEYC line up with the auditor’s recommendations. Page 6 is the statement of financial position. At year end, there were a lot of grants and contracts receivable due and the agency was able to pay its obligations without using a line of credit. This would not have been possible a few years ago. Page 7, the statement of activities were reviewed and page 8, the statement of functional expenses were reviewed. Page 9, statement of cash flows was reviewed. This is also a timing issue where not all expenses paid out had been received. Note disclosures follow on pages 10-14. Page 16 is specific to receipt of federal funds. The next set of pages are all summarized on page 22 which states that Iowa AEYC is in good shape financially and is at low risk of an audit. The second document is a letter from the audit firm where worries or concerns would be shared if there were concerns. The 990 form was also provided electronically. Motion by Brian to accept the audit report as presented and seconded by Brenda. Motion passed unanimously. Motion by Donna and seconded by Crystal for Jillian to sign the 990. Motion passed unanimously. | | |
| 10:49-10:56 | 1. **Upcoming Elections- timeline review** (Dr. Brandy Smith, President   pg 309 | Professional Membership, Leadership, and Innovation  Organizational Excellence |
| There will be an election coming up for President-Elect and there will be an additional appointed position for HPIO chair. The timeline for the election cycle is on page 309 in the packet. The nominations will be announced in the Iowa AEYC newsletter. Applications will be due in mid-December. The president-elect does have to have board experience with Iowa AEYC and must be a current member. | | |
| 10:56-11:18 | 1. **Investment Overview and Discussion** (Private Wealth Asset Management, Dave Arends and Brett Halley)  * Pgs 23-27 | Organizational Excellence (Board Education) |
| Dave Arends introduced himself and gave a little information about the firm. Dave serves on the Iowa ECI state board as well as the Polk County ECI board. All the partners have experience in large financial organizations in the past. The firm is designed to serve non-profit and other philanthropic organizations. Internal discussions have occurred between the firm and Iowa AEYC in regard to an investment policy and how much risk we as an organization are willing to take. Currently, we have $75,000 in the account and additional funds have been approved by the Executive Committee to be moved into the investment account. We will be moving to a more formal finance committee because we have an investment account now rather than having the Executive Committee also serve as the finance committee. Jillian put in significant work to increase the indirect that is in contracts to fully pay what the agency’s expenses are related to administering these grants. Brian shared that one of the things we like about the firm is that they have a philanthropic lens and are local. Moving forward, the finance committee will have more in-depth conversations about the funds and then it will be brought forward to the governing committee. Dave’s partner Brett Halley arrived and he is the one on the team actually managing the money. Brett shared that he has 31 years of experience in investment work. | | |
| 11:18-11:46 | 1. **Financial Reports** (Dr. Brian Kingrey, Treasurer)  * 1st quarter and year-to-date financials * Pgs 304-308 | Governance and Oversight  **Motion Item** |
| The balance sheet balances. $2,467,027.93 in total assets. Total equity $1,692,958.34. Budget to actual is reflecting finishing the first quarter. Membership is at 48%. Donations at 41%. Fundraising is the category where Giving Tuesday and Week of the Young Child are recorded. T.E.A.C.H. co-pays are at 39%. The zero percent categories will be talked about in January. Conference revenue is showing a deficit due to writing off some expenses from last year’s institute. Total gross income is $2,722,988 or 21%. On the expense side of things, several line items will be removed because there are no planned expenses for those items this year. Advertising and marketing is high but comes out of a contract. T.E.A.C.H. stipends are high based on semester starts. Board expenses are also higher than anticipated. Those may even out with a smaller board now or with the travel and meeting expenses line item. Total expenses are $2,551,886 or 21%. In membership, dollars moving forward will only be membership dollars from NAEYC and the PEG dollars will be kept separate. Discussion regarding the growth of the agency and that Iowa AEYC is the sole license holder for T.E.A.C.H. and WAGE$. Net income of $171,102. Motion by Donna and seconded by Crystal to accept the financial report . Motion passed unanimously. Jillian also referred to pages 304-305 which shows the historical program and support services as well as the overall overhead rate. | | |
| 11:46-11:50 | 1. **Investment Update** (Dr. Brian Kingrey, Treasurer) | Organizational Excellence |
| Previously, we had put $75,000 in the investment account. At the last executive committee, Jillian was approved to invest up to $250,000 more by the end of December, 2023. | | |
| 11:50-12:24 \*\*\*LUNCH BREAK\*\*\* | | |
| 12:24-1:21 | 1. **HPIO Discussion** (Dr. Brandy Smith, President and Donna Kennebeck, HPIO Chair) | Professional Membership, Leadership, and Innovation  Organizational Excellence |
| The HPIO chair is appointed by the President. Donna’s term is up but she has agreed to stay on as we move forward with a new HPIO chair. There were great applications for the position. Brandy asked us to consider what potential barriers are to people joining our board. We do have a board makeup rubric to consider as we add members. A handout from BoardSource was shared. Five questions on the handout were reviewed. In the interest of time, we focused on questions 3, 4 and 5. The small groups reported out on their discussions. Question 3: communities we serve could be looked at as our members but could also be looked at as the ECE workforce overall. How can we educate more about membership to enable us to gather more about their perspectives and needs? How can we emphasize belonging more at the board level as well as membership level through PEG groups? Not all members disclose the diversity question information. Question 4: yes, we are at risk of making decisions without fully understanding how the decisions may affect others? Kristin shared about even today considering how a full day preschool would affect other types of care offering services. Tiffany shared that we can seek feedback from members and recruit that way. (Jillian asked that Tracy share the membership of the workforce committee for the next meeting.) Conversation regarding barriers to board membership. People may feel intimidated and perhaps a need for a meeting buddy with new people. Also, being affirming to members. Interest in having the advocacy chair make legislative things more digestible. Losing pay if people have jobs that they would have to miss to come to in person meetings is a barrier. Could we have an advisory committee a couple of times a year as a way to grow our pool of potential board members? It’s hard to bear the expenses of being a volunteer. Is child care a barrier? Could we utilize former board members? Brandy will be appointing a new HPIO chair in the next week and that person will be joining us virtually at our next meeting in January. Donna shared that she wonders what will be the next step in the journey of our HPIO work. Board members will be receiving a survey in the next month to have a baseline of board members. Brian gave some history about reaffiliation and our first work regarding a Family Engagement Chair and the HPIO chair. | | |
| 1:21-1:33 | 1. **NAEYC Affiliate Advisory Council Update** (Crystal Abbe and Amy McGinn, NAEYC Affiliate Advisory Council Members) | The Profession  (Board Education) |
| Amy shared that they are just dipping their toes in and they are hoping to learn more about the role at the NAEYC conference coming up in Nashville. Amy will have an article coming out in the Winter edition of Young Children. Crystal will be presenting at annual conference about the role of the affiliate advisory council. Crystal is also participating in the mentoring/onboarding workgroup. | | |
| 1:33-1:42 | 1. **Board Succession Planning** (Dr. Brandy Smith, President) | Professional Membership, Leadership, and Innovation  Organizational Excellence |
| Brandy reviewed the Governing Board succession planning document. Brandy would like us to be intentional in using the form over the next year to record the work that has been done with our governing board roles. A year from now we can do some comparisons between the work being done and how it aligns with job descriptions. We will be proceeding with using DropBox. | | |
| 1:42-1:50 | 1. **Feedback from the Fall Institute**, (Committee members) | The Profession  High Quality Early Childhood Education |
| Donna shared that people in sessions seemed to really be engaged. People liked the exhibitor passport. Need reminder for presenters to turn on closed captioning in powerpoint. High praise for Dr Bechtel from Wartburg about hydroponics. Suggestions for future topics AI for education, safety planning, parent de-escalation. | | |
| 1:50-2:13 | 1. **PEGs** (PEG Liaisons, Crystal Abbe, Vice-President, Wendy Mosdal, Executive Assistant) | High Quality Early Childhood Education  Professional Membership, Leadership, and Innovation  Organizational Excellence  The Profession |
| Activity has started! The PEG co-chairs met virtually in September. Great ideas from that meeting. Kayla suggested to put out a survey at the institute for potential meetings times for the PEG groups. M/T evenings were the highest, followed by TH. Discussion regarding upcoming meetings and events. | | |
| 2:13-2:22 \*\*\*BREAK\*\*\* | | |
| 2:22-2:38 | 1. **Public Policy Discussion** (Jennifer Wright, Public Policy Chair, Jillian Herink, Executive Director)  * 2023 Workforce Study and recommendations * Federal conversations * Public Policy Forum | High Quality Early Childhood Education  Professional Membership, Leadership, and Innovation  Organizational Excellence  The Profession  (Board Education) |
| Much of Iowa’s public policy work will revolve around the Workforce Report and the 4 briefs that will come out to support the report. Ashley is doing a lot of presentations around the report. We’d be especially excited to get in front of groups that don’t know who we are. Iowa AEYC will be recommending a pay scale for parity. We looked at the graphic about the workforce report and 5 recommendations. We will plan for Ashley to present to the board virtually in January, 2024. The appendices provide rich data. At the federal level, Ernst and Hinson have brought forward proposals. Nunn’s office asked about a pre-k bill that NAEYC is not endorsing. Brenda will be the state lead for the virtual Public Policy event due to Jen having a baby very soon. | | |
| 2:38-2:45 | 1. **Executive Director Updates** (Jillian Herink, Executive Director) | Organizational Excellence |
| Jillian reviewed the staff and executive director reports. They are still interviewing and looking for more candidates for the Administrative Specialist position. Apprenticeship is being talked about again in the state but in the context of high school students. T.E.A.C.H. is a better option for an apprenticeship model. $7.3 million out of the $10 million in funding last year was targeted to birth-5 so that is why so much of the work is targeted to that group. Discussion about how to market institutes to school-based programs. | | |
| 2:45-3:00 | 1. **Review of upcoming meetings and events** (Dr. Brandy Smith, President) | Organizational Excellence |
| Brandy reviewed the tentative dates for a year from now. | | |
| 3:00 | 1. Adjourn |  |
| Motion by Brian and seconded by Tiffany to adjourn at 3:02 pm. Motion passed unanimously. | | |

**HAVE YOU…**

* Turned in the [Confidentiality/Conflict of Interest/Disclosure Statement](https://iowaaeyc.org/app/uploads/2023/07/Confidentiality-Conflict-and-Disclosure-2020.11.12-fillable.pdf)?
* Completed the [Board Meeting Evaluation on SurveyMonkey](https://www.surveymonkey.com/r/QMVD2DW)?
* Turned in your [board expense form](https://iowaaeyc.org/app/uploads/2023/10/Iowa-AEYC-Board-Expense-Report-Form-2022.08.02.pdf)?

**IMPORTANT DATES:**

1/6/2024 Executive Committee (Saturday) **Virtual**

1/20/2024 Governing Board Meeting **Virtual**

4/6/2024 Executive Committee (Saturday)

4/20/2024 Governing Board Meeting

7/1/2024 Executive Committee Meeting (Monday)

7/19 -20 OR 7/20 Governing Board Retreat (Friday & Saturday OR Saturday only)

**Iowa AEYC Events:**

5/3 -4/2024 Iowa AEYC Spring Institute- (In person) Holiday Inn Airport

10/4-5/2024 Early Learning Fall Institute, Prairie Meadows

**NAEYC Events:**

November, 15-18, 2023 Annual Conference (Nashville, TN)

February, 2024 NAEYC Public Policy Forum (Virtual)

April 6-12, 2024 NAEYC Week of the Young Child

June 2-5, 2024 Professional Learning Institute (New Orleans, LA)