

**IOWA AEYC GOVERNING BOARD MEETING**

Saturday, April 20, 2024

9:05 AM – 3:41 PM

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:**

X	Brandy Smith	X	Kelsey Andersen	<input type="checkbox"/>	Kristin Rourk
X	Crystal Abbe	<input type="checkbox"/>	Tracy Ehlert	X	Tiffany Skaggs
X	Brian Kingrey	<input type="checkbox"/>	Marc Elcock	X	Jillian Herink
X	Brenda Loop	<input type="checkbox"/>	Linda May Fitzgerald	<input type="checkbox"/>	
X	Renee Hardman	<input type="checkbox"/>	Amy McGinn	<input type="checkbox"/>	
X	Wendy Mosdal	<input type="checkbox"/>	Guest:		

TIME	TOPIC	ACTION REQUIRED/ROLE OF BOARD
8:45-9:05	Set up and network (Jillian Herink, Executive Director)	
9:05-9:30	<ol style="list-style-type: none"> <li><b>Call to Order</b> (Dr. Brandy Smith, President) <ul style="list-style-type: none"> <li>Welcome</li> <li>Agenda additions and today’s agenda approval;</li> <li>Expectations for the board</li> </ul> <p>In our discussions, please remember our HPIO Guiding Principles</p> </li> <li><b>Agenda Approval</b> (Dr. Brandy Smith, President)</li> <li><b>Consent Agenda</b> (Dr. Brandy Smith, President) <ul style="list-style-type: none"> <li>Board reports</li> <li>ED report</li> <li>Investment Report</li> <li>April Executive Committee meeting minutes</li> <li>January Governing board meeting minutes</li> <li>President Elect election results</li> <li>Electronic Exec. Committee Votes</li> <li>Membership numbers</li> </ul> </li> </ol>	<p>Professional Membership, Leadership, and Innovation</p> <p><b>Motion item</b> - approval of agenda</p> <p>High Quality Early Childhood Education</p> <p>Professional Membership, Leadership, and Innovation</p> <p>Organizational Excellence</p> <p>The Profession</p> <p><b>Motion Item-</b> approval of Consent agenda</p>

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	<ul style="list-style-type: none"> <li>Letter of appointment, Workforce Advisory Chair</li> <li>Special Meeting Minutes 4-11-24</li> </ul>	
<p>Meeting called to order at 9:05 AM. Introductions were provided by everyone including their role within Iowa AEYC, day jobs, and their passion in early childhood. Discussion regarding uncertainties within the AEA system and how it affects people and programs represented on this board. Motion to accept the agenda as presented by Crystal and seconded by Renee. Motion passed unanimously. Motion by Brian to accept the consent agenda with amendment to add special meeting minutes held with the legal representation on 4/11/24 and seconded by Crystal. Motion passed unanimously.</p>		
9:30-10:31	<p>4. <b>Leadership Activity- Position Paper Discussion</b> (Dr. Brandy Smith, President)</p>	Professional Membership, Leadership, and Innovation Organizational Excellence
<p>Page 59 of the governing board packet is a draft of a position paper that Brandy has started. We took the time to reassess now given the things that just occurred in the legislative session. We worked in small groups to discuss what we feel the current problems are and then potential solutions. Brandy will rework the draft and bring back to the group at a later time.</p>		
<p>10:31-10:49 <b>***BREAK***</b></p>		
10:49-10:58	<p>5. <b>Investment Quarterly Update</b> (Dr Brian Kingrey, Finance Committee Chair and Treasurer)</p>	Governance and Oversight Organizational Excellence
<p>Brian shared pages 4 and 6 from the investment account report. He shared that the larger green sections in cash are when we put more money into the account. We have invested \$175,000 and have great earnings. Brian shared that the executive committee has been acting as the finance committee. We will be restarting the finance committee as a separate committee and those members cannot be on the audit team. Kassie Ruth from Central Iowa Juvenile Detention Center has agreed to be a member of the finance committee. Board members that are interested in being on the finance committee should reach out to Brian.</p>		
10:58-11:12	<p>6. <b>Financial Reports</b> -3<sup>rd</sup> quarter and year-to-date financials (Dr. Brian Kingrey, Treasurer)</p>	Organizational Excellence <b>Motion Item</b>
<p>Brian reviewed the 3rd quarter financials. The balance sheet balances. Total assets are \$2,675,174.08 with net income of \$594,370.92. The budget to actual should be at about 75% when 75% of the way through the year. Interest income and dividends are well above anticipated. Donations are above expected as well. T.E.A.C.H. co-pays and conference sponsorships are also above what was anticipated. Fundraising has not generated much money so far this year. Conference revenue is only for the fall institute. Unrealized gains/loss is from the investment accounts and is slightly different from the investment report due to a difference of a few days. Income is \$8,940,276. Expenses out of the normal range are advertising/marketing, T.E.A.C.H. stipends and board and meeting/travel expenses. Business expense (move) will be back in the budget. Total expenses is \$8,345,905 and net income \$594,371 which is 86%. Motion to accept the financials as presented by Brenda and seconded by Tiffany. Motion approved unanimously.</p>		
11:12-11:21	<p>7. <b>Initial Proposed Budget FY '25</b>, (Dr. Brian Kingrey, Treasurer and Jillian Herink, Executive Director )</p>	Organizational Excellence <b>Motion Item</b>

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The budget presented is very similar to this current year. There is no expense noted for evaluation because none of the programs need that this year. There is also no interest expense noted because we don't anticipate having to borrow from the line of credit for any expenses. Jillian did ask for funds from Polk County ECI because they have almost 20% of the T.E.A.C.H. participants for this fiscal year. There may be a cap with United Way funds that affects the EcEquip budget. There is also a line item in the budget to add a partial FTE focused on advocacy. The overall anticipated change at this time is a 2% reduction of income, 1.11% reduction in expenses and 17% reduction in net income. Motion to accept the FY25 budget as presented by Crystal and seconded by Tiffany. Motion approved unanimously.

11:21-12:00	8. <b>HPIO Activity</b> , (Renee Hardman, HPIO Chair)	Professional Membership, Leadership, and Innovation Organizational Excellence
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Renee led us in an activity with a Diversity Thumb Ball. We recommended that we do it again at the July retreat.

12:00-12:37 **\*\*\*LUNCH BREAK\*\*\***

12:37-12:39	9. <b>Governing Board Demographics</b> , (Dr. Brandy Smith, President)	High Quality Early Childhood Education Professional Membership, Leadership, and Innovation Organizational Excellence The Profession
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We continue to evaluate the makeup of our board.

12:39-12:45	10. <b>New Board Position Discussion</b> (Dr. Brandy Smith, President)	Organizational Excellence
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We have a few open board positions. One is a family support role that was created but never filled. We are currently missing a higher education role. Tiffany shared that having that connection from higher ed to our board would be great. We are proposing that the family support role be converted to a higher ed position.

12:47- 1:02	11. <b>Election Timeline</b> (Dr. Brandy Smith, President)	Professional Membership, Leadership, and Innovation Organizational Excellence
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We currently have an open Public Policy chair position and are in need of candidates for that role. We also will have a vacant secretary position when Brenda takes the role of President-Elect. We are also seeking to fill the Higher Education role. We are very central Iowa focused right now so we would like to seek members from western or eastern side of the state. The role of Workforce Advisory Chair has been filled with Jodi Grover. She works at Upper Iowa. She will be attending the retreat in July. Tiffany expressed interest in the role of secretary. Tiffany suggested Lori Tapke for possible public policy chair or at-large member. This fall we will begin talking about filling the roles of vice-president and treasurer.

1:02-1:41	12. <b>Annual Performance Review of Executive Director</b> , (Crystal Abbe, Vice-President)	Governance and Oversight Organizational Excellence
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The board entered into closed session and Jillian and Wendy left the room. Open meeting session resumed at 1:48 PM and Jillian and Wendy rejoined the group.

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1:48-2:11	13. <b>PEGs</b> (PEG Liaisons, Crystal Abbe, Vice-President, Wendy Mosdal, Executive Assistant)	High Quality Early Childhood Education Professional Membership, Leadership, and Innovation Organizational Excellence The Profession
Crystal in her role as vice-president has been attending quarterly meetings with the PEG co-chairs. The information on the website lists the co-chairs for each PEG with links to their emails. Quality has not had a meeting yet. We will promote joining PEG groups at the spring and fall institutes. Discussion about including liaisons from the board on messaging from the PEG co-chairs. Brainstormed ideas to increase people's attendance and knowledge of the PEG's. (Renee left the meeting at 1:53 pm.)		
***BREAK***		
2:23-2:36	14. <b>NAEYC Affiliate Advisory Council Update</b> (Crystal Abbe and Amy McGinn, NAEYC Affiliate Advisory Council Members)	Professional Membership, Leadership, and Innovation
Crystal is participating in a couple of work groups including the mentoring and onboarding of new affiliate council members. There is another workgroup supporting 11 affiliates that have asked for help. Another workgroup is collecting resources for DEIBJ. Challenge with the NAEYC issued email so she can access shared documents.		
2:36-2:50	15. <b>Public Policy Discussion</b> (Brenda Loop (State team lead) <ul style="list-style-type: none"> <li>● State Policy review</li> <li>● Public Policy Forum</li> </ul>	High Quality Early Childhood Education Professional Membership, Leadership, and Innovation Organizational Excellence The Profession
Brenda shared the slides and information about the virtual public policy forum held in February as well as the visits with all 6 of Iowa's congressional members.		
2:50-2:51	16. <b>Board Succession Planning</b> (Dr. Brandy Smith, President)	Professional Membership, Leadership, and Innovation Organizational Excellence
If you haven't filled in the form since we last met, it's time to get caught up and Wendy will be sending something soon involving an activity with the info.		
2:51-2:53	17. <b>Board Report Format Discussion</b> (Dr. Brandy Smith, President)	Organizational Excellence
Wendy has been spending quite a lot of time following up with members to complete their board reports. We will revised in July at the retreat.		
2:53-2:56	18. <b>Board Orientation</b> (Jillian Herink, Executive Director and Wendy Mosdal, Executive Specialist)	Organizational Excellence

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There is a board orientation packet in our board report. We will all go through it together at a future time. It's more of an orientation to the board and not necessarily to the specific board positions. There will be a slide added that indicates the positions are responsible for orienting the new person in their position.

2:56-3:11	19. <b>Dropbox</b> (Wendy Mosdal, Executive Specialist)	Organizational Excellence
We reviewed the folders and how it is intended to work with forms and submitting things like mileage and reports to Wendy. Future plans to have board packets and RSVP's for board meetings there.		
3:11-3:28	20. <b>Executive Director Updates</b> (Jillian Herink, Executive Director) <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Building</li> <li>• Program highlights</li> <li>• WOYC</li> <li>• Institutes</li> </ul>	High Quality Early Childhood Education Professional Membership, Leadership, and Innovation Organizational Excellence The Profession
Jillian had requested a set of slides about membership from NAEYC but was denied access to the info. She is anticipating the membership rate increasing to \$75. The current building landlord has been notified that we will be vacating the building. Jillian has asked for information about blueprints from 4 spaces that they have viewed. Additionally, the cleaning person feels that there is mold in the chairs so the losses due to the water main break will likely be about \$7,000. Brandy circulated a card for board members to sign for the legal council who has done work on our behalf at no charge up to this point. Motion by Brian to cease payments to Merle Hay for occupancy after August 30, 2024 and to vacate the premises by August 30, 2024 and seconded by Tiffany. Motion passed unanimously.		
3:28-3:41	21. <b>Review of Upcoming Meetings and Events</b> (Dr. Brandy Smith, President)	Organizational Excellence
Continue to promote the Spring Institute especially Saturday. Continue to promote the fall institute proposal requests. Dates for 24-25 were circulated. Look them over. In July, we will be having a conversation about attendance at meetings and providing board reports.		
3:41	22. <b>Adjourn</b>	
Motion by Brenda to adjourn at 3:41 and seconded by Brian. 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:**

7/1/2024 Executive Committee Meeting (Monday)  
**7/19-20/2024 Governing Board Retreat (Friday & Saturday)**  
**Hilton Garden Inn Des Moines/Urbandale**

**Iowa AEYC Events:**

5/3-4/2024 Iowa AEYC Spring Institute- Holiday Inn Airport  
 10/4-5/2024 Early Learning Fall Institute, Prairie Meadows

**NAEYC Events**

6/2-5/2024 Professional Learning Institute (New Orleans, LA)  
 11/6-9/2024 Annual Conference, (Anaheim, CA)

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