

IOWA AEYC GOVERNING BOARD Minutes

Saturday, September 21, 2024

9:00 AM – 3:30 PM

Regency Building 8

4350 Westown Parkway, Multipurpose Room

West Des Moines, IA 50266

Attendance:

X	Brandy Smith	X	Kelsey Andersen	<input type="checkbox"/>	Kristin Rourk
X	Crystal Abbe	<input type="checkbox"/>	Jodi Grover	X	Tiffany Skaggs
<input type="checkbox"/>	Brian Kingrey	X	Marc Elcock	<input type="checkbox"/>	Monique Ortiz
X	Brenda Loop	X	John Kilburg	X	Allison Barness
X	Renee Hardman	X	Amy McGinn	X	Jillian Herink
<input type="checkbox"/>	Guests:				

8:45-9:00

Set up and network (Jillian Herink, Executive Director and board)

9:11-9:14

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

Agenda Approval (Dr. Brandy Smith, President)

Consent Agenda (Dr. Brandy Smith, President) Pgs 5-80

- Fiscal Reports
- ED report
- September Executive Committee mtg minutes
- July Governing board meeting minutes
- Board job descriptions
- Staff Job Descriptions
- Membership numbers
- PTO Policy change

Brandy proposed a 12.5 on agenda to discuss the addition of a mandatory reading test for licensure for early childhood teachers. Should Iowa AEYC make a statement to the Department of Ed? Brenda made a motion to amend the agenda to add 12.5. Crystal 2nd this motion and it passed unanimously. Crystal made the motion to approve the modified agenda. Allison seconded the motion and it passed unanimously.

Brenda made the motion to accept the consent agenda. Crystal seconded this motion and it passed unanimously.

9:14-9:42

Leadership Activity (Dr. Brandy Smith, President)

Brandy reminded us that Fred Rogers had an important message about empathy and social emotional learning. She asked that we keep Mr. Rogers in mind when lifting up today's discussions. We broke into pairs to discuss quotes that we were given, and then returned to the large group for personal introductions and quote interpretations.

9:42-9:50

Financial Reports (Dr. Brian Kingrey, Treasurer)

Brian was not in attendance. Jillian went over reports instead. Jillian highlighted profit and loss on page. Jillian went over the original passed budget. After the budget is passed, only line items are changed, not the whole budget. Jillian pays more attention to trends over time, where we are (for example, Sept to Sept) and less about percentages. This is unless it is about expenses. Many contracts ebb and flow throughout the year. Brandy asked about investments, Jillian stated we've been earning. No motion needed. Already approved.

9:51-9:54

Audit Committee share out, (Renee Hardman, HPIO Chair & Chair of Audit Committee and Jillian Herink, Executive Director)

Renee shared about the committee meeting where there was a presentation by the Denman audit company. There were lots of questions from the committee and the company answered them. It was a clean audit, with no major issues and talked about how staff was easy to work with. Allison, Renee, Josh (not on the board, but audit committee) were at the meeting.

9:54- 10:23

Audit Overview, (Robert Endriss Denman) Pgs 81-106

Robert Endriss passed out a Governance letter and financial report. There were no major accounting policy changes this year. Estimates are included in the paperwork. There were minimal adjustments made, because Iowa AEYC staff is very competent and understanding of the financials. Robert went over the financial report information. Management is responsible for complete and accurate financial statements. The auditors use procedures to make sure that they are correct. Then it is their job to share an opinion, in our case a clean opinion, that the financial accounts are correct. Our liquid assets had a significant jump on financial position. Assets have grown within the equity of the association. 92% of the money is programmatic to serve the mission. Because much of our money received is federal money, they also have to determine if we are compliant to those program requirements, (for non-profit). We have to determine if our compliance on purpose and are there systems in place to keep us compliant. Robert said we could not have a cleaner audit. Kelsey brought up the need for training for centers on auditing for childcare for profit centers. Brandy suggested this on the national level. Brenda mentioned that we appreciate the timeliness of the Denman company audit. We were reminded to read the 990 to determine if it tells the story of the organization properly. The 990 is the public face of the financials of our organization, with compliance questions and answers. Kelsey brought up that having Renee on the audit committee was a great idea, based on her asking for our 990 before joining the board. Brenda reminded us that our names, as board members, are on the association 990. Funders look at the 990s and how we spend our money and what our mission supports. Jillian believes that Denman has been with Iowa AEYC for 12 years. They rotate teams that ask different questions which Jillian likes for a new perspective.

Brenda made the motion to accept the audit report as it was presented. Allison seconded and it passed unanimously.

10:37 - 10:46

Bylaw Revisions, (Dr. Brandy Smith, President and Jillian Herink, Executive Director) Pgs 107-112

Most of the Bylaw revisions are based on board and NAEYC restriction. We want to have Iowa core values in our mission and vision instead of NAEYC. It will need to be sent to membership for approval. We are aligning what we are doing with the bylaws. A vote for this change will be sent to members and done at the same time as positions elections. Members are having trouble renewing. New membership will come out in the middle of March.

Brenda made a motion to have bylaws taken to the membership as presented for a vote. John seconded this motion and it passed unanimously.

10:47- 11:54

HPIO discussion, (Renee Hardman, HPIO Chair)

My life map: evaluate where we came from, what helped us grow, and where we would like to be someday. Getting to know us as a group, individually. Share out from each board member on their own life map. Renee introduced a life map and everyone filled it out. We went around the room and discussed individually where each member started, has gone and plans to go in their life. We found a lot of similarities that we didn't know about and a lot of connections between board members that were previously unknown.

12:35-12:39

Code of Ethics (Dr. Brandy Smith, President) Pgs 113-128

We will see a lot of our suggestions in this new draft revision (from July board retreat) It is open for public suggestions until 11/15. Now it is the time to take it to local level groups to get public comment on this code of ethics. We may have been the only state that worked on this at a state level, so far.

12:39-12:46

Upcoming Elections (Dr. Brandy Smith, President and Brenda Loop President-Elect & Chair of Nominating Committee) Pg 129

Two people are ending terms- Brian and Crystal. July is the handoff. The process goes back farther so the timeline is backed out. We need an election for filling positions. We will have a slate for candidates for both positions in January. There is a list of people to reach out to for the board. There will be an application available on the website. Graphics will be passed out at the institute with a job description. You can nominate someone or apply yourself. There is no locational area that we are really missing representation from. The treasurer doesn't have to have board experience, so it allows people with financial background to apply. The slate will be presented in the January meeting, but Brandy asks to consider if there is a role anyone is considering.

12:46-12:49

Policy State Paper discussion, (Dr. Brandy Smith, President) Pgs 130-134

Draft 5 on page 130 of the board packet. It is currently on hold because of new state level restructuring initiatives that are already addressing things that are in the paper. We want to see where things land before moving forward on it.

12:49-1:18

Potential State Reading Test Discussion

12.5 Brandy and Allison described the new Dept of Ed rule of reading tests being required for licensure for anyone getting elementary, e.c.e., reading endorsement or spec ed endorsement in our state. Pierson brought to the state a 4 hour test for \$139 including 100 multiple choice questions and essays. This is only presented in English, no accommodations, and so intensive that some higher ed institutes are thinking about reading endorsements. This could tank any other endorsements. This has been put on pause, but requirements would start in January. They are not sure what the test will look like. If the students don't do

well enough they would be put in remediation. Each institute will have scores on the D of E website. (school average scores). Students can take the test at any point throughout their schooling. The first offering will be Jan of 2025. Information is constantly changing. Anyone can take it, practice tests are available for students. It's not attached to licensing at all. You can not pass and still get your license. There is a large list of who is required to take this test. We don't understand what the purpose of this test is? The future employer will not see any indication of this test score on transcript or anywhere else. Iowa State is taking a stance to challenge, refusing to take it. If students refuse to take the test, the higher ed institution can't release transcripts to student 2618 is the code that this came under. Model legislation may have been from another state. This test does not help ed institutions determine whether the students are ready or not to teach reading to children.

It was brought up that this idea may be coming out of Massachusetts. It was undetermined what other career path has this?

Side notes: on C3 website discussion was this misuse of money? It was brought up that the reasoning behind this change is needing transparency.

1:18-1:50

Strategic Plan (Dr. Brandy Smith, President) Pgs 135-145

We continued to work in groups from July to look at changes and see what still needs to be changed. We knocked a lot of goals off in the last few years. Now we are working on what we can control in our goals. They have to be obtainable.

1:50-1:59

Budget Overview (Dr. Brian Kingrey, Treasurer and Jillian Herink, Executive Director)

Brian is not in attendance. Jillian explained the copier codes are the easy way to break down the budget. Administrative costs pulled together through grants. Institutes are funded through grants because funders expect us to have professional development. We budget a loss of \$30,000 for institutes. A portion of costs will lose money like this. Not all of our contracts follow our fiscal year, so the percentages may look different. This shows how management breaks out the money and moves it to budget to actual forms later.

2:00-2:17

Affiliate Membership Benefits discussion (Jillian Herink, Executive Director) Pgs 146-147

Jillian discussed the CARES structure, Community advocacy, resources, events support. NAEYC is unclear how they want to collect membership and how to support it. Some of these are under all of the categories. P. 146 Our pegs and advocacy is not just for our members, it is a benefit of the organization, member or not.

Brenda made the motion to accept member benefits aligned to the cares as presented. Kelsey seconded and it passed unanimously. Brenda asked about when membership changes how we can still determine our rate as this doesn't allow time for marketing to our institutes. We will lose NAEYC tech as they update during spring registration. Kesley brought up that the Eventbrite format that we use for registration is great and that teachers are usually on phones. Having the ability to see it on the phone does a lot for us.

2:17-2:32

Professional Engagement Groups (Crystal Abbe, Vice-President and Wendy Mosdal, Executive Specialist) pg 148

Planning Meetings Scheduled. John Wilson, for the leadership P.E.G needs an Iowa person to help answer questions. The first P.E.G in person meeting is for quality in North Liberty. P.E.Gs open to all in the field, not just members.

2:32-2:40

Dropbox (Wendy Mosdal Executive Specialist) Pgs 149-151

All attendees have a Dropbox account. 2nd page 150, is how it will be organized and where to find things. There will be archived folders that Wendy can get to if needed. Discussion from the board discussed how user friendly and easy it is to use DropBox. Put documents into the turned in folder.

2:40-2:51

Affiliate Council Update (Crystal Abbe and Amy McGinn, NAEYC Affiliate Advisory Rep)

Amy said they are getting ready for Anaheim. Work is revolving around getting affiliates on board with DEI assessments, and boards becoming more inclusive. 10-12 affiliates have asked for help so they are reaching out for assistance for assessment for the DEI reports. Connecting with others in state and national voices to help with Diversity equity, inclusion. Crystal is working on presentations with affiliate groups to board source documents, leading with intent etc. Thursday at 1 presentation. NAEYC keeps going through change, doing a lot of work to keep momentum. Feels like there is a stronger affiliate voice needed for NAEYC executive voice on advisory. Iowa usually has someone at the table.

2:52-2:53

FY 25 Pledge Card (Dr. Brian Kingrey, Treasurer) Pgs 152-153

We are going to hold off on this at this time. We are 100% giving board. We will come back to this when our treasurer is not gone.

2:53-3:19

Executive Director Updates (Jillian Herink, Executive Director)

Jillian has been working with Emily, Jonni and Wendy to create a marketing timeline so we have a common understanding of what goes out each month to engage membership. There have been talks about higher ed summits with topics and plans to engage with Kristin and advocacy. Jeannie and Jillian have been putting a lot of footwork in for the Iowa Child Care Coalition and Day at the Capital. There was discussion around the importance of social media sharing and the importance of getting the information out on Wage\$ and T.E.A.C.H. List of advocacy dates are available now and scholarships will be available for WOTYC. Jillian will be gone October 26-30th. She will not be responding to emails.

3:19-3: 29

Reminders of [Surveys](#), forms and upcoming meetings, (Dr. Brandy Smith, President)

This is the first time we've spread meetings away from institutes. Wendy reminded the board to get forms in.

3:30

Adjourn

Brenda made the Motion to adjourn and go upstairs and see the new space. Crystal seconded and it passed unanimously.

MEETING DATES:

9/7/2024 Executive Committee Meeting

9/21/2024 Governing Board Meeting

1/11/2025 Executive Committee Meeting (virtual)

1/25/2025 Governing Board Meeting (virtual)

3/8/2025 Executive Committee Meeting

3/29/2025 Governing Board Meeting

6/13/2025 Executive Committee Meeting (Friday)

7/11 or 11-12/2025 Governing Board Retreat (Friday or Friday & Saturday)

Iowa AEYC Events:

10/3/2024 Early Learning Pre-Institute, Prairie Meadows

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

2/12/2025 Day on the Hill breakfast, Des Moines, IA

4/7-11/2025? NAEYC Week of the Young Child (WOYC)

5/2-3/2025 Spring Institute, Holiday Inn Airport

5/12/2025 Day Without Child Care

NAEYC Events:

11/6-9/2024 NAEYC Annual Conference, Anaheim, CA

2/23-25/2025 NAEYC Public Policy Forum, Washington DC

Strategic Priorities- Guiding Our Work Through 2026



High Quality Early
Childhood Education



The Profession



Professional Membership,
Leadership, and Innovation



Organizational
Excellence