



MINUTES

IOWA AEYC GOVERNING BOARD MEETING

Friday July 19 8:30-4:30 and Saturday July 20 8:30-3:30

Hilton Garden Inn Des Moines/Urbandale, 8600 Northpark Drive, Johnston, IA 50131

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.

Friday Attendance: July 19, 2024

X	Brandy Smith	X	Kelsey Andersen	X	Jodi Grover
X	Crystal Abbe	<input type="checkbox"/>	Tracy Ehlert	<input type="checkbox"/>	Amy McGinn
X	Brian Kingrey	X	Marc Elcock	X	Jillian Herink
X	Brenda Loop	X	Kristin Rourk	X	Wendy Mosdal
X	Renee Hardman	X	Tiffany Skaggs	X	John Kilburg
X	Allison Barness	X	Monique Ortiz	X	Guest: Kassie Ruth
X	Linda Fitzgerald	X	Guest: Emily Lehman	X	Guest: Jonni Solum
X	Guest: Josh Terrell				

TIME	TOPIC	ACTION REQUIRED/ROLE OF BOARD
	FRIDAY JULY 19, 2024 **Ballroom 1**	
8:30-9:05	Continental Breakfast networking; set up meeting space	
9:05-9:29	<ol style="list-style-type: none"> Call to Order (Dr. Brandy Smith, President) <ul style="list-style-type: none"> Welcome, introductions of new board members Individual board member celebrations Expectations for the board Agenda Additions In our discussions, please remember our HPIO Guiding Principles Agenda Approval (Dr. Brandy Smith, President) Consent Agenda (Dr. Brandy Smith, President) pgs 7-44 <ul style="list-style-type: none"> Board reports Executive Director report Treasurer's Report Executive Committee mtg minutes Governing Board meeting minutes Finance Committee Minutes 	<p>Motion Item- Approval of Agenda</p> <p>Motion Item- Approval of Consent Agenda</p>



	<ul style="list-style-type: none"> ● Electronic Board votes ● Membership report ● Board Meeting Dates FY '25 ● Board Job Descriptions ● Board Committee Descriptions ● Board Appointments ● Iowa AEYC Organizational Chart 	
<p>Brandy welcomed everyone and shared excitement about the new members joining us for the first time today. Members shared a little about themselves. Brandy reviewed the meeting ground rules. Motion to approve agenda as presented by Renee and seconded by Tiffany. Motion passed unanimously. Motion to approve the consent agenda by Brian and seconded by Crystal. Motion passed unanimously.</p>		
9:29-9:53	<p>4. Opening Activity (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> ● Maybe by Kobi Yamada 	Professional Membership, Leadership, and Innovation
<p>Brandy read the book, Maybe. Brandy shared that the board is facing challenges as is the early childhood field in general. We have the capability to make an impact with the talented individuals on this board. We broke into small groups to discuss a particular line in the book and how we incorporate that line into our own lives.</p>		
9:53-10:10	<p>5. Annual Board Assessment, Walk- about (Jillian Herink, Executive Director) pg 45</p>	Organizational Excellence
<p>Brandy introduced the activity. Jillian shared about the 2 assessments that our board will complete today. We utilized red, yellow and green post-its.</p>		
10:10-10:38	<p>6. 2024 Governing Board Self-Assessment (Jillian Herink, Executive Director)</p>	Organizational Excellence
<p>Board members took time individually to complete the board self-assessment.</p>		
10:38-10:57	<p>7. Amended FY24 Budget (Dr. Brian Kingrey, Treasurer; Jillian Herink, Executive Director) pg 46</p> <ul style="list-style-type: none"> ● Review approved preliminary budget from April with actuals in place 	Organizational Excellence Motion Item
<p>Brian reminded the board that even though financials are in the consent agenda, please ask questions if you have them. For the amended FY24 budget, we always approve a preliminary budget in April since the fiscal year ends in June which is before this retreat is held. The far right column shows an increase or decrease from April to now. The total change in income after all contracts were received was \$29,829. The increase in planned expenses is \$101,253. We still plan net income of \$497,493.10. Crystal asked about how scholarships would work. Brian shared that the contracts include funds for raises in the upcoming year. Lori, CFO, will be conducting a salary survey January-April, 2025. Anytime there is a 25% change in a contract, it comes back to the executive board. Brenda shared for new members that some affiliates operate only on membership dollars. Motion to accept the budget by Crystal and seconded by Renee. Motion passed unanimously.</p>		
10:57-11:15	**BREAK**	
11:15-11:16	<p>8. Amended Agenda Motion by Kelsey and seconded by Brian to move orientation after lunch. Motion passed unanimously.</p>	Organizational Excellence Motion Item



11:16-11:47	9. Investments Deep Dive (Private Wealth Management)	Organizational Excellence
<p>Kristen Mott gave an introduction of the firm, Private Wealth Asset Management. The firm is just about 3 years old and the overall assets managed are about \$2 billion. Kristen and Dave are more involved on the relationship side. Brett and Molly are more on the investment side. The plan is to have the team present to the board annually in person and they will meet quarterly virtually with the finance committee. Kristen reviewed the portfolio. On page 1, the custodian of the funds is Fidelity. The funds were initially invested on 10/2/23 and this report goes through 6/30/24. Assets at the end of June were \$192.195.09. Iowa AEYC set the policy regarding how much we want percentage wise in cash, fixed income, equity and alternative assets. Page 2 drills down a little more in the types of funds within fixed income and equity. Page 3 reflects performance since inception. Net gain includes both market change and income on bonds and cash. Return since inception is 14%. Page 4 shows allocation drift particularly as cash is added to the account. Page 5 shows income and current yield. Page 6 shows the % and dollar amount allocations. We will stay in mutual funds and ETF's until assets are nearing \$500,000. Page 7-9 show the individual holdings. Renee asked how the political landscape may affect our assets. Kristen shared that typically election years are good for the market. As time goes on, tax policies have more effect on returns than elections. Renee also asked how global wars may affect returns and clarified that the allocation is in a good mix. We need to maintain a reserve in our checking account in order to have the float between when bills are submitted to HHS and when we are reimbursed.</p>		
11:47-11:57	10. New Staff/Committee Introductions (Jillian Herink, Executive Director) <ul style="list-style-type: none"> ● Sophiap Eng, Staff ● Billie Beeck-Lovan, Staff ● Lisa Hajek, Staff ● Jessica Shields, Staff ● Kassy Hegland, Staff ● Kassie Ruth, Finance Committee Member ● Josh Terrell, Audit Committee Member 	Organizational Excellence
<p>We have some more new people who are on finance and audit committees that introduced themselves and introductions of new staff.</p>		
11:57-12:13	11. Connecting Activity (Kelsey Andersen, Membership and Innovation co-chair)	Professional Membership, Leadership, and Innovation
<p>Kelsey shared the phrase of Early Childhood in Iowa and asked each of us to think of one word that reflects that phrase. Then each person shared their word and why they chose it.</p>		
12:13-1:07	**LUNCH-Garden Room 1** Hilton Garden Inn Des Moines/Urbandale	
1:07-1:55	12. Orientation (Jillian Herink, Executive Director; Wendy Mosdal, Executive Specialist)	Organizational Excellence (Board Education)
<p>Jillian and Wendy led us through an overview of the agency orientation. (Jodi arrived at 1:30 pm.)</p>		
1:55-2:02	13. Board Member Introductions (Dr. Brandy Smith, President)	Organizational Excellence
<p>Jodi introduced herself as she has recently joined the board.</p>		



2:02-2:16	14. Affiliate Overview and PLI Share Out (Dr. Brandy Smith, President; Brenda Loop, Secretary; Renee Hardman, HPIO Chair; Jillian Herink, Executive Director)	High Quality Early Childhood Education The Profession Professional Membership, Leadership, and Innovation Organizational Excellence
Brandy, Brenda, Jillian and Renee shared about PLI in New Orleans that they attended in June. A team will also be going to the annual conference in Anaheim in November.		
2:16-2:28	15. Fall Institute Awards (Jillian Herink, Executive Director) pgs 47-76	Professional Membership, Leadership, and Innovation Organizational Excellence Motion Item
Awards ballots were distributed. Motion to accept results of ballots casted by Linda and seconded by Tiffany. Motion passed unanimously.		
2:28-2:35	16. Board Terms Review (Dr. Brandy Smith, President) pg 77	Organizational Excellence
Brandy reviewed the board terms worksheet because there has been so much movement on the board.		
2:35-2:40	17. Board Commitment Form (Dr. Brandy Smith, President) pg 78	Organizational Excellence
Brandy distributed the governing board commitment form.		
2:40-2:49	18. Board Demographics (Brenda Loop, President- Elect) pg 79	Organizational Excellence
Brenda reviewed the rubric and what has changed from December until now. Brandy and Jillian shared more about how we ended up with the rubric and the job descriptions and the way we solicit applications.		
2:49-3:26	19. Succession Planning (Dr. Brandy Smith, President) pg 80	Organizational Excellence
Board members met with the person transitioning into their previous role to discuss responsibilities.		
3:26-4:15	20. Strategic Direction (Dr. Brandy Smith, President; Brenda Loop, President-Elect) pgs 81-85 <ul style="list-style-type: none"> ● Review Goals ● Evaluate Successes 	High Quality Early Childhood Education The Profession Professional Membership, Leadership, and Innovation Organizational Excellence
Brandy reviewed the Strategic Direction document that we worked on last covering 2022-2026. We broke into 4 groups and reviewed one section each for fully done or partially done or not yet started. Then we discussed potential next steps. We will work on these tomorrow again with the PEG co-chairs.		
4:15-4:30	21. Land's End (Dr. Brandy Smith, President; Jillian Herink, Executive Director) pgs 86-87	

Refer to the pages of the board packet and choose your item(s) up to \$50.

Motion to suspend the meeting by Brian and seconded by Tiffany. Motion passed unanimously.

	Social hour-The Garden Grille & Bar	
	Dinner	
	Following Dinner - Optional social game time- Brenda Loop, President-Elect	

Strategic Priorities- Guiding Our Work Through 2026



High Quality Early Childhood Education



The Profession



Professional Membership, Leadership, and Innovation



Organizational Excellence



Saturday Attendance: July 20, 2024					
X	Brandy Smith	X	Kelsey Andersen	X	Jodi Grover
X	Crystal Abbe	X	Tracy Ehlert	<input type="checkbox"/>	Amy McGinn
X	Brian Kingrey	<input type="checkbox"/>	Marc Elcock	X	Jillian Herink
X	Brenda Loop	X	Kristin Rourk	X	Wendy Mosdal
X	Renee Hardman	X	Tiffany Skaggs	X	John Kilburg
<input type="checkbox"/>	Allison Barness	X	Monique Ortiz	X	Guest: Julia Green
X	Guest: Justina Yoder	X	Guest: Kala Sullivan	X	Guest: Jessica Shields
X	Guest: Michelle Koenighain	<input type="checkbox"/>	Guest: Sara Schwerin	X	Guest: Vickie Brandenburg
X	Guest: Stephanie Coble-Day	X	Guest: Kelley Adkins	X	Linda Fitzgerald
TIME	TOPIC			ACTION REQUIRED/ROLE OF BOARD	
8:15-9:04	Breakfast networking and set up meeting space				
9:04-9:21	1. Introductions (Dr. Brandy Smith, President)			Professional Membership, Leadership, and Innovation	
We resumed the meeting at 9:04 AM. Introductions were given for all attendees. Brandy shared the plan for today's activities.					
9:21-10:00	2. High Performing Inclusive Organization Activity (Renee Hardman, HPIO Chair) <ul style="list-style-type: none"> • Privilege Walk 			Organizational Excellence (Board Education)	
Renee led us through the Privilege Walk exercise. Various statements were shared and we stepped 1 step forward or back depending on our responses. The room ended up with some at the front, some in the middle and some near the back based on many things that are out of our individual control.					
10:01-10:58, 11:04-11:18	3. NAEYC Code of Ethics (Dr. Brandy Smith, President) pgs 88-96			Organizational Excellence	
We received an embargoed draft of the code of ethics. Comments are still being accepted through the beginning of October. What could still be revised? What is missing? We split into 4 groups to review each of the 4 main sections. After the break, we shared some overall themes that came out of our small group discussions. Brian will compile and provide to Brandy for submission.					
10:58-11:04	**BREAK**				
11:18-12:18	4. Position Paper (Dr. Brandy Smith, President) pgs 97-101 <ul style="list-style-type: none"> • Policy Recommendation for State of Iowa Department of Early Childhood 			The Profession Professional Membership, Leadership, and Innovation Organizational Excellence	
Brandy gave an overview of the work that has been done up to this point. This paper was modeled off a paper released between DE and HHS at the federal level specifically about the care of children with special needs. We haven't seen DE or HHS take the lead on these issues, so we as a governing board					



<p>will. It has had one revision from the Executive Board and now we're bringing to the larger group including the PEG's to have a broader view. We know some of these recommendations may not be popular. After small group discussions, there was a large group share-out. Consensus that we are speaking to a broad audience and can't get too much in the weeds.</p>		
12:18-1:14	<p>***LUNCH-Garden Room 1*** Hilton Garden Inn Des Moines/Urbandale</p>	
1:14-1:38	<p>5. PowerPoint Tips (Emily Lehman, Communications Coordinator)</p>	Organizational Excellence
<p>Emily shared some tips about presenting with powerpoint.</p>		
1:38-1:47	<p>6. Awards and Acknowledgements (Dr. Brandy Smith, President) Recognition and thank you to existing board members.</p>	Organizational Excellence
<p>We gave our thanks and gratitude to Tracy Ehlert and Linda Fitzgerald who are exiting the board.</p>		
1:47-2:12	<p>7. PEG Recap (PEG Co-Chairs and Wendy Mosdal, Executive Specialist) pg 102</p> <ul style="list-style-type: none"> ● Co-Chair Introductions and Updates ● Data 	<p>Professional Membership, Leadership, and Innovation</p> <p>Organizational Excellence</p>
<p>Kala and Jessica shared that the DAP PEG is a broad topic. Due to a lot of questions about IQ4K, the group brought in 2 people from ISU about environmental rating scales. It became apparent that there were a lot of differences in what programs thought DAP is. We discussed how invitations are shared and to who. Kelley and Stephanie shared from the Advocacy PEG. They had two sessions for training credit with John Wilson from Kansas. Michelle shared for the Leadership PEG. They have combined with the Advocacy group for the 2 trainings. Michelle has been doing a lot of outreach to providers who have attended the meetings. John will be assisting in this PEG group now. Julia and Justina shared about their 2 sessions. One of the sessions included IQ4K Specialists to answer questions. Monique shared about some changes happening around training at the state level within CCR&R. Vickie reported on the Quality PEG. They are planning to have a meeting around WAGE\$ and CDA Navigators and T.E.A.C.H.</p>		
2:12-2:14	<p>8. Strategic Planning/PEG Structure Discussion (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> ● Report out from Friday's strategic plan discussion ● Updating Cogs 	<p>High Quality Early Childhood Education</p> <p>The Profession</p> <p>Professional Membership, Leadership, and Innovation</p> <p>Organizational Excellence</p>
<p>Brandy gave an overview of the work that was done on Friday and split us into PEGs and the remaining governing board members.</p>		
2:14-3:10 PEGs	<p>9. Strategic Planning (Crystal Abbe, Vice President and Wendy Mosdal, Executive Specialist)</p> <ul style="list-style-type: none"> ● Where we're going next 	(Cont'd)
2:14-3:18 Gov. Board	<p>Strategic Planning (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> ● Where we're going next 	(Cont'd)



	<ul style="list-style-type: none"> • New goals 	
2:10-2:20	**BREAK**	
3:10-3:18	<p>10. Reporting out after breakout (Dr. Brandy Smith, President)</p> <ul style="list-style-type: none"> • High Quality Early Childhood Education • The Profession • Professional Membership Leadership and Innovation • Organizational Excellence 	(Cont'd)
<p>PEG groups talked about what they envision as next steps. Family child care PEG is looking at what other groups still need a voice and information session about T.E.A.C.H./WAGE\$/CDA Navigator. And to have sessions in other languages. Leadership/advocacy is interested in having John Wilson back. What is leadership? Leadership styles was talked about. Interested in having a session about professionalism and partnering with T.E.A.C.H. and WAGE\$. Advocacy will share from what they learn at the Grassroots Assembly. DAP is interested in partnering with leadership. Quality wants to do a director's luncheon. Also want to do a survey with needs for IQ4K. Wonder also about the need for PBIS training and Medication Administration in order to work towards IQ4K levels.</p>		
3:18-3:35	<p>11. Executive Director Updates (Jillian Herink, Executive Director)</p> <ul style="list-style-type: none"> • Consent agenda- reminders • Review of forms: <ul style="list-style-type: none"> - Board Commitment Form - Confidentiality /Conflict of Interest/Disclosure Statement - Board Meeting Evaluation - Expense Report • Donations • Institute/Membership/WAGE\$ maps • Fall Institute Volunteer sign-up 	<p>High Quality Early Childhood Education</p> <p>The Profession</p> <p>Professional Membership, Leadership, and Innovation</p> <p>Organizational Excellence</p>
<p>Jillian reviewed the process of the consent agenda. Jillian reviewed the list of forms above. Jillian shared that NAEYC is implementing a new membership structure. They will also be rolling out a new way to sign up for a membership. Office move is happening later this fall. It will include a bigger board room and they will have access to another meeting room in the adjacent building. The new landlords have been very responsive with planning for the new space.</p>		
3:35-3:37	<p>12. Closing (Dr. Brandy Smith, President)</p>	<p>Professional Membership, Leadership, and Innovation</p> <p style="text-align: center;">Motion Item</p>
<p>Members shared their one word (or phrase!) about how they're feeling at the end of the retreat. Motion to adjourn the meeting at 3:37 pm by Brenda and seconded by Tiffany. Motion passed unanimously.</p>		

HAVE YOU...

- [Turned in the Confidentiality/Conflict of Interest/Disclosure Statement?](#)

- [Completed the Board Meeting Evaluation on SurveyMonkey?](#)
- [Turned in your board expense form?](#)

MEETING DATES:

7/19-20/2024	Governing Board Retreat (Friday & Saturday) Hilton Garden Inn Des Moines/Urbandale
9/7/2024	Executive Committee Meeting 9:00 AM-3:30 PM
9/21/2024	Governing Board Meeting 9:00 AM-3:30 PM
1/11/2025	Executive Committee Meeting (virtual) 9:00 AM-3:30 PM
1/25/2025	Governing Board Meeting (virtual) 9:00 AM-3:30 PM
3/8/2025	Executive Committee Meeting 9:00 AM-3:30 PM
3/29/2025	Governing Board Meeting 9:00 AM-3:30 PM
6/13/2025	Executive Committee Meeting (Friday) 9:00 AM-3:30 PM
7/11 or 11-12/2025	Governing Board Retreat (Friday or Friday & Saturday) TBD

Iowa AEYC Events:

10/3/2024	Early Learning Pre-Institute, Prairie Meadows 8:30 AM- TBD depending on session
10/4-5/2024	Early Learning Fall Institute, Prairie Meadows 8:15 AM-4:45 PM
2/12/2025	Day on the Hill breakfast, Des Moines, IA 7:00 AM-9:00 AM
4/7-11/2025?	NAEYC Week of the Young Child (WOYC)
5/2-3/2025	Spring Institute, Holiday Inn Airport TBD
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

