**Board of Directors Meeting Minutes**

**ZOOM Meeting on May 11, 2021**

1. **Call to Order:** Tara Meachum, President, called the meeting to order at 10:05am.
2. **Roll Call:** Tara Meachum, President, called roll with following board members responding present and/or entering the meeting awhile later: Debbie Beeler, Robyn Duffy, Melody Minger, Lisa Kipker, Tiffany Stigers, Mary Goedde, Sarah Haisley, David McGee, Stephanie Malchow, Mary Lee Freeze, Bailley Maxwell, Tara Meachum, Tonia Carriger (State Collab Director) and Rhett Cecil (IHSA ED).
	1. Tara had to email all Meeting Documents out at the beginning of the meeting as she forgot to send out prior to meeting last week.
3. **Approve April 2021 Board Meeting Minutes:** Meeting Minutes were reviewed. Corrections were made to minutes regarding spelling changes.
	1. D. Beeler Motioned/M. Minger Second. All in Favor. Motion Passed.
4. **Agenda**
5. **Executive Director Report:** Tara provided report as Rhett was unavailable. No questions or concerns regarding report.
	1. R. Duffy Motioned/L. Kipker Second. All in Favor. Motion Passed.
6. **Collab Office Report:** Tonia reviewed report. No questions or concerns.
	1. S. Malchow Motioned/D. McGee Second. All in Favor. Motion Passed.
7. **EHS Cluster Report:** No meeting scheduled for this month.
8. **Northern Cluster Report:** No meeting scheduled for this month. Tiffany did share that subgroups would be starting in May. Health and Nutrition are scheduled for 5/13/21.
9. **Central Cluster Report:**  No meeting scheduled for this month. Unable to get prior MM.
10. **Southern Cluster Report:** No meeting scheduled for this month.
11. **Region V Report:** No meeting scheduled for this month.
12. **Treasurer Report**
	1. Tara shared Profit/Loss Statements for March. Robyn reviewed. Tiffany did inquire about revenue for monthly trainings. Lisa explained that revenue was received in month of March, it is not the actual revenue for the entire monthly training for that month. No other questions or concerns.
		1. D. Beeler Motioned/M. Goedde Second. All in Favor. Motion Passed.
	2. Tara shared Profit/Loss Statements for March. Robyn reviewed.
		1. L. Kipker Motioned/T.Stigers Second. All in Favor. Motion Passed.
	3. Robyn reviewed the Balance Sheet. Finance Committee will make a determination on Balance of Checking and Savings by next month.
13. **Finance Committee Report:** Screen shared for the minutes of the May Finance Committee Meeting. Committee reviewed statements for March and April (accepted and approved both). Amended Quickbooks Chart of Accounts. Rhett will reach out to Auditors to start bid process for 2020. Debbie, Robyn, and Tara will email Rhett their agency auditors to get him started.
14. **Advocacy Committee Updates:** Meeting Minutes and Plan of Action provided to all Board Members. Lisa reviewed the last meeting that gets Advocacy Committee moving forward.
	1. **Tara provided update for Ad Hoc Child Outcomes Committee:** Committee met. Created questions to obtain data from all programs in Indiana. Tara created survey that was sent to Committee for approval. Will be emailed to Directors with due date by end of June.
15. **June Conference**: Rhett had shared his behind the scenes schedule with TC Committee. They have volunteered to help with behind the scenes monitoring. Committee members did not realize what a full virtual event entailed. Committee Chair Person out for medical/no other updates available at this time.
16. **Training and Conference Committee Updates:** Minutes provided to Board Members. Discussed door prizes and fundraising options. Coozies and Shirts will be marketed and sold at the October event due to schedules and virtual conference in June. Tiffany shared door prizes include Oriental Trading GF, Free Music Codes from Musician, Zoom Session with Musician, Child Plus GF, ECE Kit from Second Step.
17. **Board Meetings – Zoom/In-person:** Waiting on INCAA.
18. **HSA Director Updates:** Robyn volunteered to discuss updates (June Conference, Fundraising for Dollar Per Child in October)
19. **Strategic Plan:**  Tara was trying to work on Plan of Action. It was not completed. Tabled until June.
20. **New Business: NA**
21. **Items for Action Follow Up**
22. Tara will bring Central Cluster minutes next month- NA not going to receive.
23. Rhett will check with EDs for best practice for funds in checking versus savings - Financial Committee will make decision by next month.
24. Robyn will move the $200 on the Profit and Loss statement prior to next meeting- Done
25. Rhett’s spreadsheet for event profit and loss will be shared each month with the Conference and Training Committee- Done
26. Robyn will share the monthly balance sheet at next month’s meeting- Done
27. Rhett and Robyn will work out uploading registrations for events to Quick Books- still in process
28. The Treasurer Report will be approved next month- Done
29. A decision will be made about when to do the parent boot camp as part of the Advocacy Grant- Requested to move to Spring 2022. Waiting on Region V Response.
30. Kris will revise Training and Conference Committee Minutes to reflect that Rhett and Robyn were not able to attend- Done
31. Committees and staff need to have information to Tara at least 5 days prior to the monthly meeting with the exception of the Finance Committee- Done
32. Committees need to request any needed information from committee members ahead of time so that if they are not able to attend then they can forward needed information for the meeting- Done
33. Tara asked Kris to include in her committee meeting notes that the training for Learn the Signs Act Early is a free training- Done
34. Tara asked Tonia to contact Steve to see if he is available to present on-line for Clusters- Steve will be attending Director Meeting and Cluster Meetings as available.
35. Rhett is to talk with INCAA to see how they feel and what their plans are for letting groups meet onsite- No decision has been made yet.
36. Bailley and Mary Lee will share IHSA Board info at the Director’s Zoom Meeting this week- Done.
37. **Adjourn:** Meeting adjourned.

Respectfully submitted,

Tara Meachum, President