Indiana Head Start Association Virtual Board Meeting

July 14, 2020

1. Call to Order: Tara Meachum called the meeting to order at 10:04am.
2. Roll Call: Mary Lee Freeze called roll and the following members were present: Robyn Culley, Melody Minger, Lisa Kipker, Bailley Maxwell, Kris Mathews, Sarah Haisley, David McGee, Shane Matlock, Mary Lee Freeze and Rhett Cecil, IHSA ED, and Tonia Carriger, State Collab Director.
3. Approve March 2020 IHSA Minutes
4. Approve May 2020 IHSA Minutes
5. Approve June 2020 IHSA Minutes: Motion was made by Melody Minger to approve March, May and June Minutes adding the list of attendees to the May Minutes and Shane Matlock’s name to the June minutes. Motion seconded by Lisa Kipker. Motion carried.
6. Agenda

1. Indiana State Collaboration Report: Tonia Carriger shared the following highlights from her written report:

* Information that the Needs Assessment will be shared later
* She has been working on the Re-funding Grant
* She has been working with Rhett on the contract
* The Learn the Signs Act Early initiative is set to continue
* June 1 starts limited eligibility for OMW PreK
* She and Rhett want to work to develop an MOU between IHSA and the Collab Office

Motion to approve the Indiana State Collaboration Report was made by Shane, seconded by Sarah and the motion carried.

2. First Steps MOU Status: Tonia stated that individual regions can create MOUs with First Steps but that the agreement at each state level needs to be between First Steps and the State Collab Office.

3. Cluster Meetings: Kris shared that the Southern Cluster has been approached by PlayWorks to reschedule which Robyn clarified is a program to encourage teacher intentionality encouraging positive play. There was no other information from Clusters.

4. Treasurer’s Report: Kris submitted her report in writing and shared that the Savings Account has a balance of $44,011.26, Checking Account has a balance of $137,000.04 for a total of $181,011.30 in assets. Kris shared that time is of the essence to charge his salary to the Indiana State Collab funding from the current agreement. Rhett and Kris both shared that they need training to be able to submit the claim to the Collab Office. Tonia shared that Rhett should reach out by email to the address on the claim form that she sent him to get directions for submitting. Tonia shared that the claim form does come to her but not till it has been vetted by others.

Motion to approve the Treasurer’s Report was made by Lisa, seconded by Shane and the motion carried.

5. PlayWorks Southern IN Training: see note in #3 above.

6. Conference and Training Expectations: This item was tabled by recommendation of Kris.

7. Invoicing Corporate Members: Tara asked if Kris had done it or should Rhett do this. After discussion, it was decided that Kris should send the list of corporate members she has to Rhett and he will make contacts.

8. 2021 Dues: The structure of the current dues was discussed and Rhett will ask Debbie Beeler for the information that she put together on dues. 2021 is the third year of a plan that was previously put in place and it was agreed that the plan should play out as developed and then be re-evaluated.

Kris asked if the May financials needed to be approved since she had sent them out after the May IHSA Board Meeting. No action was taken.

9. July Conference: Tara shared that everybody on the IHSA Board had somebody participating at the conference which was great. She commended Rhett and Kris for a fantastic job putting this conference together. Rhett shared that there were 80 attendees representing 27 programs. Rhett will send out a survey for attendees. Kris will send Rhett the “Profit and Loss Sheet” that was developed to be completed for each training/conference. Shane asked if there would be certificates of attendance and Rhett answered that he is working on them to be sent out to attendees.

The fall conference was discussed and consensus was that this should be developed as a virtual conference.

10. Board Positions: Discussions regarding transferring positions within the board. It was determined that all open positions will require any person including current board members to self-nominate for a different position within the board. After discussion about virtual conference in October instead of face to face (as the annual conference for new Board Members was to be held at this time) it was determined that Tara will have Debbie send out nominations for all vacant positions.

After further discussion, Shane will send Tara information on which members have not met the board attendance policy. Tara will review notes that she has about members and reasons for absences. Consensus agreement was that this meeting should not count as a missed meeting for Mary Goedde’s attendance. Kris shared that the ByLaws don’t state who will decide if there are any extenuating circumstances to allow a member who has missed the number of required meetings to stay as an active board member. Consensus agreed that the IHSA Executive Team would make these decisions.

VII. Action Items Identified at June Meeting

1. Melody Minger made a motion to approve the “Board Member Description of Expectations and Responsibilities”, seconded by Shane and the motion carried.

2. Director Meetings: It was agreed that Tara will notify directors that these meetings will be virtual for August, September and October.

3. 501©3 Application: Rhett shared that he has been working on this and to get reinstated is a huge process. Taxes had not been filed since 2015. He is working to re-create financials over the last five years. Shane will send him information that he has.

VII. New Business

* Tara asked about a monthly report for Rhett’s position and Shane said he would share what was previously created. Rhett’s 90 review is due now.
* The purchase and value of needing IHSA to use Quick Books and the Zoom platform was discussed.
* Kris said that she’d been working on the Scope of Work and consensus agreed that the Executive Team needs to provide input. Tara will send out an email to set up a virtual Executive Team Meeting.
* Kris asked if anyone had heard anything about the T&TA contract and no one had.
* Tara said that she would set up a Zoom Meeting for August.

Meeting adjourned at 12:10 when there was no other new business.

Respectfully submitted by Mary Lee Freeze, IHSA Secretary

Action Items:

* Rhett will reach out to the number on the claim form provided by Tonia to get directions for submission.
* Rhett will send out survey to July Conference attendees. Board members should submit any question they feel could be a part of this survey.
* Kris will send Rhett the “Profit and Loss Sheet” developed to be completed for each conference/training.
* Rhett will send out certificates of attendance for the July Conference.
* Kris will send Rhett list of corporate sponsors and he will reach out to contact them.
* Debbie will send out nomination forms for open IHSA Board positions.
* The Fall Conference is to be planned virtually.
* Shane will send Tara his documentation on Board Member attendance.
* Tara will work with the Executive Team to make attendance decisions.
* Tara will send notification to Directors for virtual meetings for August, September and October.
* Rhett will continue to work on getting our 501©3 re-instated.
* Shane will send the “ED Monthly Report” developed previously.
* Tara will do Rhett’s 90 day review.
* Kris has started work on the “Scope of Work” and which needs completed. Executive Committee will meet via Zoom to complete as a group.
* Tara will set up a Zoom Meeting for August.