

Indiana Head Start Association Board Meeting Minutes



May 17, 2022

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:00am.

- II. **Roll Call:** Bailley Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Bailley Maxwell (Secretary), Lisa Kipker, David McGee, Tiffany Stigers, Courtney New, Everett Hicks, Sharon Tankersley, Thomas Walker, and Kristen Lopshire, Sarah Haisley
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Stephanie Malchow, and Kim Ryan

- III. **Branding Update**
 - a. Thomas introduced Matt from V as in Victor in order to share more information about the beginning steps of rebranding IHSA
 - i. Matt shared the “I am Head Start” phrase. The agency is going to do an external and internal surveys to gather more information to construct this effort.
 - ii. The agency will offer training to the Board in order to properly use the new marketing efforts for recruitment and onboarding purposes.
 - iii. Next steps include finalizing all pieces and obtaining Board Approval for full approval of scope of work
 1. Tara shared the components of the branding scope, including the elevator pitches, logo, and other items. Tara shared that the bottom line is \$10,000 for full project. Robyn provided insight that the agency has sufficient funds to cover this cost in the savings account. Lisa explained that this amount is significantly lower than what her program’s portion was for her agency.
 2. Lisa made a motion to accept the proposal in full with the current cost of \$10,000. Robyn seconded the motion. The motion passed unanimously.

- IV. **Approve Board Meeting Minutes:**
 - a. No changes to minutes were noted. Robyn made a motion to approve the April minutes. Courtney seconded. Motion passed unanimously.

- V. **Action Items**

- a. Tara shared that she needs to send the docusign for the Conflict of Interest, Confidentiality, Job Description, Commitment Policy to members for annual signatures.
- b. Robyn shared that the Drop Box will get completed once the tax needs to be addressed
- c. Rhett explained that the 2020 tax was sent back. It was missing the Schedule B form completed. This is the amounts of money that were given to use from various sources: Tonia's grant and Region V. Robyn and Rhett are working to complete this week and send to Executive Team for review before submitting. Robyn shared that an accountant will complete the 2022 tax documents.
- d. Bylaw committee meeting needs to be scheduled to include pieces
- e. Tara asked for the timeline to be removed from the note regarding locating the longest working Indiana Head Start member.

VI. Agenda

a. *Executive Director Report:*

- i. Rhett asked if an Administrative Cluster meeting is continuing on the upcoming Thursday. Tiffany shared that the speaker she wanted did not accept the invitation, so she is going to cancel the meeting. She will send out an email to Directors today.
- ii. Rhett shared that he along with Robyn have filed for an extension to file the 2021 taxes.
- iii. Rhett shared that 99% of the programs have paid for dues.
- iv. Rhett explained that the East Coast Migrant has reached out to pay dues and nominate a member to be a part of the IHSA Board. Bailley noted that this was an action step in our agency Strategic Plan: Connect with migrant services.
- v. Kristen made a motion to approve the Executive Report. Everett seconded. Motion passed unanimously.

b. *Collab Office Report:*

- i. Tonia shared some highlights from her report including, questions regarding SNAP benefit changes, change in date of ICC meeting, ect.
 - 1. Tonia asked if marketing for openings with SNAP changes would be helpful. Thomas shared that the SNAP qualification actually saves time and effort since it is an easier process since the income confirmation process is extensive. All members agreed that messaging sending out
 - 2. The Office of Head Start will be making an announcement regarding the full enrollment initiative will be announced within this month. She explained that it will be a wave process with a focus on the programs that are struggling the most.

3. Lisa made a request that licensing is awareness that OHS is requesting programs to meet timelines, so licensing change requests are not seen as hasty.

c. Administrative Cluster Report: *Not applicable*

d. Family Cluster Report: *Not applicable*

e. Education Cluster Report: *Not applicable*

f. Health Cluster Report: *Not applicable*

g. Region V Report: *Not applicable*

h. Executive Committee Updates: *Not applicable*

i. Advocacy Committee Updates:

- i. Thomas explained that our mission with rebranding comes from the desire to be a beacon for Head Start and ECE supporters in Indiana. The goal is to foster collaboration and meeting the needs of our members.
- ii. Thomas proposed highlighting program celebrations in the “I am Head Start” branding. Rhett suggested adding this to the advocacy meeting scheduled for the upcoming week and suggested added celebrating the Board members.

j. Finance Committee Updates:

- i. Robyn shared the documents in advance. The meeting took place via email. It was noted that \$354,040.52 is in the savings account.
- ii. 1099 was filed via QuickBooks after meeting with the accounting agency and a fee was charged. The executive committee approved the fee via email. Robyn explained that every speaker must provide a W9 in order to issue 1099s to the speaker for tax purposes.
- iii. Robyn created a per diem worksheet for any use of the organization monies for the attendance of meetings, travel, ect.
- iv. Robyn mentioned that all finances are exact in the profit and loss statements.
 1. Bailey asked if all of the procedures for 1099 and Schedule B for taxes were added to the fiscal manual. Robyn shared that it will be added once we have feedback from our financial consultant from Brightpoint.
- v. Rhett explained that her feedback on the manual was very specific and helpful. Robyn and Rhett plan to use this feedback
 1. Thomas made a motion to approve the financial statements and meeting minutes. Mary Lee seconded. Motion passed unanimously.

k. Training and Conference Committee – Not applicable

l. Advocacy Committee:

- i. Thomas shared that the logo has been finalized and is discussing next steps with the graphic designer.
- ii. Focus is on locating Indiana Head Start success stories and obtaining information for marketing.
 1. Lisa suggested finding the staff member that has been working for Head Start the longest.

iii. Thomas purchased the iamheadstart.org domain

m. Nomination and Election Committee:

i. Bailey explained that another call for nomination for open Board positions went out last week. Currently the Health cluster, EHS Staff Representative, and Member-at-Large along with the parent representatives are open. The current nomination timeline ends May 27th.

n. Bylaws Adhock – Not applicable

VII. Strategic Plan

a. Tara shared that she will update the Strategic Plan document and send to members for the June meeting for approval.

Meeting adjourned at 11:30am

Minutes are approved at the IHSA Board of Directors next scheduled meeting.