

Indiana Head Start Association Board Meeting Minutes

July 13, 2021

Regular Session (Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:00am.
- II. **Roll Call:** Mary Lee Freeze called roll with the following Board Members answering present: Mary Lee Freeze, Robyn Duffy, Lisa Kipker, Tiffany Stigers, Courtney New, Everett Hicks, Tara Meachum, David McGee, Bailley Maxwell, and Sarah Haisley joined at 11:15am. Also in attendance were Rhett Cecil, IHSA ED, and Tonia Carriger, Indiana Head Start Collaboration Director.
- III. **Approve June 2021 Board Meeting Minutes:** Tara shared her screen of the minutes. Lisa made a motion to approve and Tiffany seconded. The motion carried.
- IV. **Agenda**
 - a. **Executive Director Report:** Rhett shared a few items from his report including that there have been 294 attendees at the Help the Helpers Professional Academies this year with a net revenue of \$28,295; there were 150 individuals at the June conference and we should have revenue at or above \$37,000 when the budget had estimated only \$9,900! All IHSA Conference and Trainings for 2021 have seen a total of 493 participants with a total revenue of \$70,646! He also shared that the 990s have been sent in and he has a meeting set with Jessica from Comer Nowling in regards to an audit. A key item that he shared was that Tonia has been working to extend the grant between IHSA and OECOSL and we were notified yesterday that the extension has been granted to 9/30/2023 with an increase of around \$77,000.

Tiffany asked about the second page under Profit and Loss whether it should be Robyn's name and Tara responded that no it need to be her name. Tara said it should be her name because she is the chairperson for the Training and Conference Committee and that is how it has always supposed to be.

Mary Lee made a motion to approve the Executive Director Report. Seconded by David. Motion carried.

b. Collab Office Report: Tonia Carriger shared highlights from her written report regards to OECOSL news that Debbie Sampson, Licensing Manager has retired and if any director has concerns please let Tonia know to help follow-up. She shared that Learn the Sigs Act Early training will be in person in Logansport on August 3rd. Robyn made the motion to approve the Collab Office Report. Seconded by Lisa. Motion carried.

c. EHS Cluster Report: NA Tara shared with Everett that they can sit down together to plan.

d. Northern Cluster Report: Tiffany reported that the June 10th meeting focus was Education Managers and there was a Lakeshore presentation. In May there were a few Mental Health Managers on a zoom. There are no future dates set. Tara clarified that a minimum of 3 meetings a calendar year is the requirement and the Northern Cluster has met this.

e. Central Cluster Report: NA

f. Southern Cluster Report: NA

g. Region V Report: Rhett shared that the meeting has been postponed to either August or September. He shared that he hasn't heard back from Kathy Fudge-White about the grant funds.

h. Treasurer Report

i. June: Robyn shared that we are at 63% of the expected revenue for the year and 44% spent. Discussion ensued around speakers for the Fall Conference and that it will be more expensive in person. For the June Conference speakers were budgeted at \$4,000 and \$13,525 was actually spent (only one speaker hasn't cashed their check at this point). The Finance Committee has discussed and will put in place a speaker process, i.e. approval process and budget process. According to the Treasurer's Report IHSA has had Total Actual Revenue in 2021 or \$144,346.20 and Total Expenses in 2021 of \$72,117.97. Lisa made a motion to approve the Treasurer Report. Seconded by Courtney. Motion carried.

i. Finance Committee Updates: Minutes Attached: Robyn shared that the group is going to start going thru reviewing the Fiscal Manual and will be working to create an investment policy. Tara clarified that prior approval had been given to move funds from checking to savings leaving a minimum balance of \$50,000 in checking.

j. Advocacy Committee Updates: Minutes Attached: Tara shared that all changes have been made to the IHSA Facts Sheet and some things couldn't change because of formatting concerns. She said we will evaluate doing a one pager in January. Rhett shared that we spent \$2500 on this project with Region V grant funding. Any reformatting would double the costs. Robyn shared that this is the format that all Region V states use. Tara will email out for approval or disapproval of the Fact Sheet as created.

k. Training and Conference Committee Updates: Minutes Attached: The Fall Conference dates are October 5 and 6. Potential presenters are being asked to respond by July 23rd. There will not be door prizes. Cozies will be for sale for the Dollar Per Child Campaign. Lisa committed to be there at the conference and do whatever is needed by the committee. Mary Lee shared that she will also be there and help however needed.

V. By-Laws Amendment: Tara discussed resignations and the need for the amendment she created and the concept that we, as board members, should all be committed to the business of IHSA and held accountable with a path to rejoin. Tara will put this piece in under resignations and send the document

out for approval or disapproval. Everett made a motion to approve the resignation wording. Seconded by Sarah. Motion carried.

VI. IHSA Director Updates: Tiffany asked about electing a VP and Tara said she will email out the nomination form. The next Help the Helpers is August 27th and the Fall Conference is Oct. 5 and 6.

VII. Strategic Plan: Tabled

VIII. New Business: Tara asked for a budget amendment as there is a need for a higher budget for Fall Conference. Lisa motioned that the speaker budget be \$20,000 and the swag budget be \$10,000. Tiffany seconded. Motion carried. Tara mentioned that the Director's Meeting is next week and that board members are invited to attend.

IX. Adjourn: The meeting was adjourned at noon.