



Board Meeting Minutes

September 13, 2022

Regular Session

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:02am.
- II. **Roll Call:** Tara Meachum called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Lisa Kipker, Thomas Walker, Courtney New, Kim Ryan, David McGee, Kristen Lopshire, Stephanie Malchow, Sharon Tankersley, Sarah Haisley, Everett Hicks
 - b. Advisors in attendance were Rhett Cecil, IHSa Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: None
- III. **Approve Board Meeting Minutes:**
 - a. David made a motion to approve the August minutes. Lisa seconded. Motion passed unanimously.
- IV. **Action Items**
 - a. Credit Card Option – still reviewing
 - b. PNC Bank for banking/savings options
 - c. Dollar Per child (needs to be mailed in)
- V. **Agenda**
 - a. **Executive Director Report:** No questions.
 - b. **Collab Office Report:**
 - i. Tonia shared some highlights from her report attached.
 - c. **Administrative Cluster Report:** *Not applicable/Open Position*
 - d. **Family Cluster Report:** *Not applicable/Next Meeting October*
 - e. **Education Cluster Report:** *Not applicable/Open Position*
 - f. **Health Cluster Report:** *Not applicable/Open Position*
 - g. **Region V Report:** *Not Applicable*
 - h. **Executive Committee Updates:** *Not applicable*
 - i. **Training and Conference Committee:**
 - i. Working on Leadership Conference. Will need help from Board Members due to low committee numbers.
 - j. **Advocacy Committee:**
 - i. Surveys sent out to general population and Directors. 437/500 General Pop surveys returned and 30/38 Director surveys returned. Meet with Matt on Thursday will provide update at next meeting.
 - k. **Nomination and Election Committee:** *Not Applicable/Open Chair Position*

- I. **Finance Committee Updates:** Review August 2022 Financials. Budget YTD reviewed and approved. Gmail account has been opened for Executive Committee and emailed to them with information. Budget development for 2023: Chairs for the Training and Conference Committee and Advocacy Committee have been contacted for their needs and expected income for the 2023 fiscal year. Rhett needs new phone! He is working with an iPhone 4 that is no longer allowing updates. Is eligible for an upgrade through cellular service provider.
Fiscal Manual Updates: Kristen made a motion to approve the Fiscal Manual Updates. Thomas seconded. All members voted in favor.

VI. Budget

- a. Robyn shared the fiscal documents in advance. She shared that we are 56% spent when we are half way through the year.
- b. Sarah made a motion to approve the Treasurer's Report. Thomas seconded. All members voted in favor. Motion passed unanimously.

VII. Bylaws Changes

- a. Friend to Region V Representative added and one member at large removed in September. Sarah made motion to approve the by-laws. Kristen seconded. All members voted in favor.

- VIII.** Robyn nominated Everett Hicks for Friend to Region V Rep position. Mary Lee seconded. All members voted in favor of the transfer.

- IX.** Geminus Update: Karen C. was very thankful to Rhett for assistance getting their 1303 Applications approved!

- X.** Committee Information: Reviewed current committees. All members not on a committee were added to open positions. Tara will email out before next meeting.

Meeting adjourned at 1:30pm

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