

Indiana Head Start Association Board Meeting Minutes



February 8, 2021

Regular Session (In Person and 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:
 - a. Tara Meachum (President), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Bailey Maxwell (Secretary), Tiffany Stigers, Stephanie Malchow, Thomas Walker, Lisa Kipker, Ashleigh Moon, Morgan Brosch, Kristen Lopshire, Everett Hicks Sarah Haisley, David McGee, Sharon Tankersley, Courtney New, and Kimberly Ryan.
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: All members were in attendance.
- III. **Approve Board Meeting Minutes:**
 - a. Robyn made a motion to approve the January Board Meeting Minutes. Tiffany seconded. Motion carried unanimously.
- IV. **Action Items**
 - a. Tara listed items from the January action items.
 - i. Internal Audit does not have an adhoc committee at this time.
 - ii. Robyn state that she will work on Dropbox this week or next.
 - iii. 2022 event schedule will be sent out again by Tara to all members.
 - iv. Orientation for new members is scheduled for Feb. 23, 2022.
- V. **Agenda**
 - a. **Executive Director Report:**
 - i. Tara asked if Rhett communicated with the Director who questioned paying the Help the Helper fee when it was questionable, due to weather, that her staff participated. Tara explained that the answer was “yes” because it was available virtually. Rhett confirmed he communicated that information to that program.
 1. Consensus was to add a statement at the bottom of the sign up form for participation in events that payment is due whether the participant attends or not. It was mentioned that IHSA allows programs to participate via virtual when regardless of programs paying pre or post event. The proposal

of the need to require paying prior to attending events may need to be determined at a later date, if it becomes an issue in the future.

- ii. Lisa made a motion to approve the Executive Director Report. Seconded by Everett and the motion carried.

b. Collab Office Report:

- i. Tonia highlighted the OMW PreK piece on her report. Board members shared with her angst in regards to the State of Indiana's lack of recognition of Head Start as the key quality preschool provider and that many Head Start programs do participate and serve OMW PreK enrolled families.
- ii. Everett made a motion to approve the Collaboration Office Report. Motion seconded by Stephanie and motion approved.

c. EHS Cluster Report: Not applicable

d. Administrative Cluster Report:

- i. Tiffany shared that the meeting for the Admin Cluster Meeting had 31 participants.
- ii. Tiffany asked for clarification of Cluster representative duties for these scheduled meetings, ie attendance and/or minutes. Tara suggested a written synopsis of the Cluster Meetings should be shared with the board at the following meeting.

e. Education Cluster Report: Not applicable

f. Health Cluster Report: Not applicable

g. Region V Report: Not applicable

h. Executive Committee Updates:

- i. Tara explained that Feb. 23 is orientation for the three new board members, Ashleigh, Kimberly, and Morgan.
- ii. Tara shared that the Health Cluster Representative position is still open for applications.
- iii. Tara mentioned that the conference is scheduled one week and the following week is the Board Meeting, which set the Board up with back-to-back meetings. Discussion took place that moving forward; this might need to be discussed when setting dates for events.

i. Advocacy Committee Updates: Not applicable

j. Finance Committee Updates:

- i. Robyn included the balance sheet as part of the board packet to review.
- ii. Robyn shared that the Finance Committee is continuing to review and working to keep at an approximate \$50,000 checking balance.
- iii. The fiscal committee stated that they began discussion of the feasibility of adding an additional staff person to support the association. Discussion took place about what this role may entail, including a fiscal support staff.

- iv. Robyn explained that INCAA is typically a couple months behind in billing so the expenditures had personal expenses billed in 2022 that actually were incurred in 2021 from INCAA.
- v. Do to unforeseen obstacles during the month of January; the programs not up to date with dues were given an extension. Rhett stated that 60% of programs have paid dues. Rhett stated that he is reaching out to programs to inquire about payment.
 - 1. Tiffany requested information about what the consequences are for programs that do not pay. Tara explained that the program would not be invited to Cluster meetings. Rhett shared that the program would be permitted to attend trainings, but at a lower cost. The program would also get least priority to attend, and the first to be put on a waitlist, if there is a cap on total registrants.
 - 2. Robyn asked how non-paying programs are communicated to the Board. Tara explained that this has not been an issue in the past; however, the Executive Committee would need to determine how to communicate this with the Board.
- vi. Lisa shared that her agency's fiscal agent would be willing to review IHSA fiscal policies for the audit, but does not have time to complete an actual audit.
- vii. Kristin made a motion to approve the Treasurer's Report and Finance Committee Report. Motion seconded by Morgan and the motion carried.

k. Training and Conference Committee

- i. Tonia shared that the Conscious Discipline cohort would be assigned to us.
- ii. Rhett asked if the Board and committee are required to pay registration if they are required to assist with the conference. Tara suggested that members sign up to help in sessions that they planned to attend.
 - 1. Tiffany suggested that a discount be offered. Kristen suggested a tiered discount. Bailey and Lisa stated that they expected to pay full price as Board Members. Bailey shared that if a discount was considered that it could be a way to market
 - 2. Morgan proposed that this discussion be tabled for the upcoming training and brought back for future events. Tiffany requested that this item be added to the Action Items. Bailey stated that this will be added to the Executive Committee's agenda for March.
- iii. Tara asked about the surveys for sessions. The idea to add QR codes on the agenda would be best. Tara stated that she would generate the surveys and QR codes for Rhett.
- iv. Tara asked about certificates. Discussion took place on options. Tara

- v. Stephanie asked about the responsibilities of the conference committee vs the other Board Members. Tara suggested making a sign up genius for members to sign up for their tasks to help during the conference.
 - 1. Lisa requested the agenda prior to signing up for a role. Rhett is completing the agenda and will send to members.
- vi. Lisa asked about the individuals that has already paid for the cancelled training in the Fall. Rhett explained that those individuals that paid will be transferred to this conference and will share with programs.
- vii. Tonia asked if the scholarship opportunities can be pushed out to members. Rhett shared that this would be fine to be sent. Rhett asked Tonia to reach out to him about the total number that will be offered.
- viii. Tiffany asked how we are accepting payment for the branded items that will be for sale. Rhett shared that he can create a store in the website.
- ix. Tiffany suggested that the Board Members be introduced at the conference during the initial meeting.

Tara suggested a 15 minute break returning at 11:55 and the meeting took the break.

I. Advocacy Committee:

- i. Thomas mentioned that the logo options were presented to a small group of members, including David, Kristen, and Rhett, that provided feedback to the graphic designer. He shared that the group reviewed each state's logos, and many had similar generic patterns. Thomas explained that the group wanted to pick something that would help IHSA stand out from all of them.
- ii. Thomas shared two options for the new logo with members. Rhett and Thomas provided feedback on the rationale for the logos presented, including the color choice, balance of mission child-centered themes, and professional, clean imagery.
 - 1. Lisa mentioned that having a logo without the blocks was not expected and initially took her aback. Mary Lee and Tiffany also shared this sentiment.
 - 2. Tiffany asked clarifying questions regarding why the initial mock design was not utilized that was put on the cozies that were purchased. Rhett and Thomas explained that the process of developing the design and that the designer took feedback of where the organization was going in the future and ran with this idea.
- iii. Discussion ensued regarding the pros and cons of the two logos ending with a hand vote called by Tara for option A and B of the first logo option. Option A received 8 votes while Option B received 7 votes. By majority vote Option A was chosen.

m. Nomination and Election Committee: *Not applicable*

n. Bylaws Adhock – *Not applicable*

Meeting adjourned at 12:36pm

Minutes are scheduled to be approved at the IHSA Board of Directors meeting on March 8, 2022.