

Indiana Head Start Association Board Meeting Minutes



April 12, 2022

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:00am.
- 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), Bailey Maxwell (Secretary), Stephanie Malchow, Thomas Walker, Lisa Kipker, Sarah Haisley, David McGee, 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: Tiffany Stigers, Everett Hicks, Sharon Tankersley, and Kristen Lopshire.
- III. **Approve Board Meeting Minutes:**
 - a. Robyn made a motion to approve the Board Meeting Minutes. Mary Lee seconded. Motion carried unanimously.
- IV. **Action Items**
 - a. Tara listed items from the previous month's action items.
 - i. Robyn sent the fiscal manual to an individual at Bright Point for review.
 - ii. An email is being created for the Executive Committee to use for Drop Box
 - iii. CDI is the only program that has not paid dues
 - iv. Discussion regarding Board Member discounts for members that plan and implement the in person conferences.
 1. Lisa made a motion to offer free registration to the event for up to seven individuals that plan and implement the in person conferences. Robyn seconded the motion. All members voted in favor. Motion Passed.
 2. Thomas made a motion to add the free registration as mentioned above to the Board of Director bylaws. Courtney seconded. All members voted in favor. Motion passed.
 3. It was determined that the Executive Committee with the support of the Conference Committee chairperson and Executive Director will determine who would receive the free admission to an in person conference based on work and effort put into the planning and implementation of the event.

V. Agenda

a. Executive Director Report:

1. Rhett sent the Executive Report to the Board in advance. Not questions were asked regarding the contents. David made a motion to approve the report. Mary Lee seconded. Motion passed unanimously.

b. Collab Office Report:

- i. Tonia highlighted a few areas on the report including Cory Gray's new position, Build Learn Grow town hall meetings, and the fast track CDAs in different areas in Indiana.

c. Administrative Cluster Report: Not Applicable

d. Family Cluster Report:

- i. *The meeting that month was well attended, and received positive feedback regarding individual cluster for the Family Service Area.*
 1. *Tara shared that an IHSA member has voiced a concern with moving from Regional clusters to Service Area clusters.*
 - a. *Board members discussed the benefits of Service Area clusters, including mid/lower level management networking opportunities, variety of conversations, change from status quo, etc.*
 - b. *Tara suggested a Monkey Survey for the cluster reps to send to attendees for specific feedback on new clusters and include this information in the newsletters.*

e. Education Cluster Report: Not applicable

f. Health Cluster Report: Not applicable

g. Region V Report:

- i. Mary Lee shared that the Region V Annual Conference will be October 4-7 in Chicago.
- ii. The newly elected President of Region V Board has resigned.

h. Executive Committee Updates:

- i. Tara shared that the executive team discussed retention and destruction of documents for the 990. It was determined that documents would be filed for seven years before destruction.
 1. Lisa made a motion to accept the policy of filing documents for seven years before destruction. Courtney seconded. Motion passed unanimously.
 2. The Bylaw Committee needs to meet to discuss placement of destruction policy and conference committee free registration.

i. Advocacy Committee Updates: Not applicable

j. Finance Committee Updates:

- i. Robyn shared the fiscal documents with Board Members in advance including March and April minutes for the committee.

- ii. Robyn reported \$400,000 in the IHSA Savings account and \$90,000 in the checking account. Robyn will be moving \$40,000 into the savings account to keep the checking account at \$50,000.
- iii. Robyn shared that for the 990, IHSA must maintain minutes for all committees within the organization. Bailey shared that she has what has been sent to her for meetings, and can upload to Drop Box once available.
- iv. Robyn shared that the net loss for the Spring Conference was \$1,400 due to continue COVID and travel restrictions from multiple agencies. However, Tonia is working to get an approval to supplement this revenue with grant dollars to cover speaker fees and put the training at a positive end dollar.
- v. Mary Lee made a motion to approve the Treasurer's Report and Finance Committee Report. Motion seconded by Bailey and the motion carried.

k. Training and Conference Committee

- i. Tara shared information on Bringing us Together Cohort 2.
- ii. Lisa requested that emails for Help the Helpers include the title in the email heading for easy sharing to the appropriate staff.

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 shared that Ashleigh Moon and Morgan Borsch resigned from their positions at their programs, and are no longer applicable IHSA Board Members.
- ii. Bailey will resend nominations to all members for open positions this month with information about self-nominating or nominating someone else.

n. Bylaws Adhock – Not applicable

VI. Strategic Plan

- a. Board Members reviewed the organizations Strategic Plan and updated the document accordingly. Tara will update the final document and send to Board Members for review and approval.

Meeting adjourned at 1:45pm

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

