

Indiana Head Start Association Board Meeting Minutes



January 11, 2021

Regular Session (In Person and Zoom)

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

Tara welcomed the two new Board Members, Ashleigh Moon and Morgan Brosch.
- II. **Roll Call:** Bailey Maxwell 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, David McGee, Kristen Lopshire, Everett Hicks and 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: Sharon Tankersley, Courtney New, and Kimberly Ryan.
- III. **Approve Board Meeting Minutes:**
 - a. Robyn made a motion to approve the December Board Meeting Minutes. Lisa seconded. Motion carried unanimously.
- IV. **Action Items**
 - a. Mary Lee listed items from the December action items.
 - i. Tara reviewed the committee responsibilities forms completed. Tara will send to Bailey. Bailey asked if the drop box option will be available soon. Rhett shared that this should be done by the end of the month. Tara decided to wait and put these documents in drop box, instead of giving to the Secretary.
 - ii. Robyn shared that she is going to send an email to programs requesting support for the internal audit.
 - iii. Rhett will send out the dates for 2022 to Directors.
 - iv. Thomas and Rhett met with the graphic designer last week.
- V. **Agenda**
 - a. **Executive Director Report:**
 - i. Rhett was very ill this month, and did not complete a Director's report for this month. Tara stated that this was a slow month, with nothing much to report. Tara asked if this was a concern for Board Members, and no concerns were presented.
 - ii. . He shared that it is still TBD if in person.

b. Collab Office Report:

- i. Tonia shared that she would like feedback on item 3F on her report regarding Learn the Signs: Act Early. Tonia shared that Morgan assisted with that training. Since this training is rolling out slowly. Steve is wanting to know if he should offer office hours to programs to ask questions about requirements. Tonia is requesting times/dates that would work best.
 1. Lisa shared that Friday would work, but recommended that the time be scheduled in the morning, since most staff begin to check out in the afternoons and leave for the weekend. Tara confirmed. Tara shared that Wednesday is another day that works well, and did not recommend Mondays.
- ii. Tom made a motion to approve the Collaboration Report. Kristen seconded. Motion passed unanimously.

c. EHS Cluster Report: Not Available

d. Northern Cluster Report: Not Available.

e. Central Cluster Report: Not Available

f. Southern Cluster Report: Not Available

g. Region V Report:

- i. *Robyn shared that the Region V reps met last month. She shared most of the conversation was regarding COVID concerns.*
- ii. *There is a new President among other positions filled. He is from Illinois and also a parent. He also has a background working in legislation.*
 1. *Mary Lee shared that the only concern that she had with the election, because no information was sent about the candidates prior to the vote. Robyn shared that after making the request, they received very little information. Robyn shared that Region V does not offer an orientation and has bylaws with only four pages.*
 2. *Mary Lee shared that the Region V Board is in a place similar to where IHSA was a couple years ago. Robyn shared that the term limit is three sessions of three years. Mary Lee shared that multiple spots on Region V had people staying in positions for longer than these limits. Bailey shared that this adds to the history of why it was internally challenging for our Board to impose term limits, when other states in Region V were in similar situations – long term Board Members.*
- iii. *The former president's husband passed away. Rhett has sent a sympathy card on behalf of the Board to her.*

h. Executive Committee Updates:

- i. Tara shared the executive committee minutes.
 1. She explained that we had an emergency Director's meeting per a request from a Director. This was to discuss the halt on the Head Start vaccination and masking mandate. Tara explained that more information should be

forthcoming as OSHA litigation should be announced soon, and may impact this decision.

2. Lisa mentioned that she appreciated that someone reached out to IHSA for this meeting and that it says a lot about where IHSA has come from and where it is going.
3. Tonia asked if the Director's received the letter from Dr. Futrell thanking programs for their services.
 - a. Tara confirmed and shared her concerns about this letter. Lisa and Bailey confirmed that they received the letter.
 - b. Lisa shared that she was concerned that OHS is requiring centers to be open, and they are working from home. Tonia shared that this was mentioned during the last Collab meeting, and it caused a brief pause for thought.
 - c. Morgan shared that the letter was nice at recognizing the things that programs are doing, but OHS is not giving the flexibility.

i. **Advocacy Committee Updates:** Not Available

j. **Finance Committee Updates:**

- i. Robyn shared that the meeting minutes, monthly profit and loss, and budget were sent in advance. Robyn shared that over 25,000 was not included in the PL statement because it was not in 2021.
- ii. Robyn shared that overall budget is looking good. Tara asked if the 71,000 was the profit for 2021. Robyn confirmed.
- iii. Robyn shared the bank account. She shared that we are in better standing savings than Region V. Robyn shared that she has not seen a formal budget for Region V. Mary Lee shared that we must think about where IHSA was a couple of years ago and where Region V of where we are going.
- iv. Tiffany asked if Region V is planning a conference this year. Robyn shared that one is planned Oct 4-7 at the Hyatt Regency in downtown Chicago. Tara shared that this is why IHSA's conference is scheduled for November. Robyn shared that we get revenue from the Region V conference based on Indiana attendance.
- v. David made a motion to approve the Treasurer Report. Everett seconded. Motion passed unanimously.

k. **Training and Conference Committee**

- i. Tiffany shared that during the Administrative meeting this month that STGI will provide a training to admin staff. Tara asked if the Board has been invited. The meeting is January 20th at 10am EST.
- ii. Tiffany shared that they had a back up plan for the Admin meeting, if STGI was not available. Topics such as Policy Council/Governing Board and Conscious Discipline were discussed.

- iii. Tiffany shared that an online course may be offered to programs in Conscious Discipline, with Jenny Spencer or Sue Dierks.
 - iv. Tara shared that Rhett emailed programs regarding the in-person conference in March. Four presenters have dropped from presenting due to COVID concerns. Tara shared that there are back up plans. Tara shared that she said we need to wait to send the agenda until we have a finalized agenda until we send out to programs. Rhett confirmed that a couple of presenters have stated that they are available to fill these holes.
 - v. Bailey asked how many attendees that we budgeted for. Rhett shared that we have to cap this attendance at 220 at this point. Tara shared that she is concerned with the hotel limiting our numbers. Rhett has a call scheduled with the hotel next week. Tiffany asked how many swag bags were purchased. Rhett shared that it was approximately 124.
 - vi. Tiffany asked if the Help the Helper registration is coming out soon. Rhett shared that it should be sent today.
- l. Advocacy Committee**
- i. Thomas shared that the we are working to contract with someone to create the new logo. He continued that they are can design websites, training, and other supporting documents. Thomas mentioned that the committee determined that the focus right now is to work on the logo. Thomas shared that there was scheduling issues with meeting last week, and is not scheduled for January. Thomas shared that there was a contract drawn up for just the logo.
 - ii. Thomas mentioned the membership flyer was presented to the committee. This was sent to a graphic designer for feedback pro bono. Rhett confirmed that Thomas will follow up with Susan about the progress of this feedback. Rhett is going to send this flyer sent electronically to members. Tara requested that a hard copy be mailed to programs with a personalized letter as well.
- m. Nomination and Election Committee:**
- i. Bailey shared that the new orientation has been completed, and will be provided to the three new members between now and February's meetings.
- n. Bylaws Adhock – Not applicable**

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