

Indiana Head Start Association Board Meeting Minutes



June 14, 2022

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:02am.
- II. **Roll Call:** Bailley Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Bailley Maxwell (Secretary), Lisa Kipker, David McGee, Tiffany Stigers, Courtney New, Everett Hicks, Sharon Tankersley, Stephanie Malchow, and Kristen Lopshire
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Kim Ryan, Sarah Haisley, and Thomas Walker
- III. **Approve Board Meeting Minutes:**
 - a. No changes to minutes were noted. Lisa made a motion to approve the May minutes. Robyn seconded. Motion passed unanimously.
- IV. **Action Items**
 - a. Rhett shared that the email is not working for the Drop Box due to the Google Suite version that is using.
 - i. Tara shared that the committee reports cannot be added to Dropbox until this is completed.
 - b. Tara shared that the Docusign documents were sent to members for signatures and have returned them.
- V. **Agenda**
 - a. **Executive Director Report:**
 - i. Rhett asked for questions regarding his report.
 - ii. Rhett is sending out the PayScale reports to programs with a narrative in the next two weeks. He used Brightpoint as an initial program and received feedback from the program to create a narrative.
 - iii. Rhett thanked David McGee for the Leadership academy scheduled in the Fall, as Kaplan has secured their sponsorship for the event.
 - iv. Rhett shared that the fiscal committee has gone a full year with no concerns with missing dollars.
 - v. Tonia was able to secure an additional \$8,000 to increase the profit margin in the annual conference in Spring to \$6,400.

- vi. David made a motion to approve the Executive Report. Kristen seconded. Motion passed unanimously.
- b. Collab Office Report:**
 - i. Tonia shared some highlights from her report including:
 - 1. Charlotte Johnson is the new PTQ contact. Nicole Norwell's last day was last week.
 - 2. There is a new ELAC appointment from the Head Start family.
 - 3. Tonia shared that only \$0.41 was not spent from the grant. She shared that Rhett did a great job attempting to spend down these funds.
- c. Administrative Cluster Report:** *Not applicable*
- d. Family Cluster Report:** *Not applicable*
- e. Education Cluster Report:** *Not applicable*
- f. Health Cluster Report:** *Not applicable*
- g. Region V Report:** *Not applicable*
- h. Executive Committee Updates:** *Not applicable*
- i. Advocacy Committee Updates:**
 - i. All members received an email. Tara shared that she signed a contract recently for the new logo. Robyn shared that we have made a down payment, but they have not sent an invoice for the second portion of the service. Rhett shared that they have deliverable goods that need to be
- j. Training and Conference Committee:**
 - i. Conference is still scheduled for November virtually. Rational for virtual is due to Region V's conference. Tara noted that many organizations are looking to do one in person and one virtual each year, and would be worth looking to do this after the November conference moving forward.
 - ii. Tara shared that they are waiting for SPARK to get back with them about Trauma Informed care.
 - iii. Tonia asked if the link for the Trauma Informed Care from Conscious Discipline had been sent out to programs. Rhett said that they need to discuss it as a committee before sending it out to the programs. Tonia read the Needs Assessment and noticed that programs have been asking for this training.
- k. Advocacy Committee:** *Not applicable*
- l. Nomination and Election Committee:**
 - i. Bailey shared that we have three new applicants that were nominated uncontested. The vote was sent to Board to confirm placement. Bailey explained that should quorum be met then she will offer the spots to those individuals.
 - ii. Tara asked what positions are still available. Bailey confirmed that with these three seats filled, there will be two positions left: Health Cluster Representative and the State Parent Representative.
- m. Finance Committee Updates:**

- i. Robyn shared the minutes in advance. She shared that the balance sheet and reconciliation and an update on the budget.
- ii. Robyn shared that the Board needs to make an approval for the mileage reimbursement when he travels to meetings to add to the finance manual. The committee recommends that we use the IRS recommended rate. Currently this rate is \$0.62.5/mile through the end of 2022. Robyn shared that when he acquired the miles, it was with the original rate of \$0.58.5/mile rate.
 1. Mary Lee made a motion to add the mileage rate to the fiscal manual. Sharon seconded. Motion passed unanimously.
 2. Tara asked if the Board can get a credit card for purchasing items for the organization. Rhett confirmed that he currently has a debit card that is often denied charges, even when purchasing small items like pizza for meetings. Rhett and Robyn discussed how to obtain a credit card.
 - a. Everett made a motion to obtain a credit card for Rhett to use for the organization. Kristen seconded. Motion passes unanimously.
 3. Robyn shared that there is a need to use the credit card on Uber driving accommodations under a separate business account.
 - a. Tiffany made a motion to approve the use of the credit card for the use of Uber travel. Kristen seconded. Motion passed unanimously.
- iii. Robyn shared that there was a recommendation to update the bylaws to ensure that the treasurer and secretary have one set of authorization and the president and vice president will have a different authorization for Drop box. This is to provide oversight. This was a recommendation from our bylaws committee.
- iv. Robyn received some comments from the Director of Finance from Brightpoint as an internal audit for the IHSA Board. This will be discussed during the next finance committee.

VI. Bylaws – Non Member

- a. Mary Lee requested that the Board discuss requests from non-board members to attend board meetings.
 - i. Mary Lee shared that recently a non-board member made a request to attend a board meeting, which has never been asked previously to the Board. She explained that this individual mentioned that prior precedence should be considered based on a non-voting member that was a voted “friend of the board” previously attending board meetings. Mary Lee shared that this individual was not a voting member, and the “friend of the Board” is not a current position available per the bylaws. Tara shared that there is not anything mentioned in minutes that are available that includes the role of the individual and when she was voted to be the “friend of the Board”.
 - ii. Tara shared that she contacted the individual to let them know that the procedures for this process will be reviewed with the Board during the current

meeting and provide the 30 day notice to Board members of the bylaw change to include the new procedures for non-Board members attending the meeting.

1. Tara explained that the Board will vote on this change to the bylaws at the July meeting.

b. Tiffany suggested that additional language is added to the bylaws to include the requirements for individuals that Board members invite to meetings.

i. Mary Lee suggested that these requests would need to be brought to the chair person for approval. Tara confirmed that the individuals would only be permitted in the meeting for the agenda item.

VII. Strategic Plan

a. Tara emailed out the strategic plan to Board members in advance.

b. Tara asked about progressing tasks regarding new dates. She asked for the opinion of Board Members on multiple line items. Board members provided guidance to use the end of the year as a date. Tara shared that she will fill in these new dates.

i. Tara mentioned that there are a few Board members that are not currently assigned to a committee. She will send out the list the Board for updating.

Meeting adjourned at 11:05am

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