



Board Meeting Minutes

August 9, 2022

Regular Session (Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:03am.
- 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, Tiffany Stigers, 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: Stephanie Malchow, Bailey Maxwell, Sharon Tankersley
- III. **Approve Board Meeting Minutes:**
 - a. Section IV Action Item- C) By-laws were previously approved. These do not include new updates for today's meeting. D) Fiscal Manual was updated in per diem area only. VII By Law Changes b.iii. Conference and Training – up to 7 members free or reduced price
 - b. Robyn made a motion to approve the July minutes. Kristen seconded. Motion passed unanimously.
- IV. **Action Items**
 - a. Low Attendance Letters- Completed
 - b. Monday Meeting Invites for Executive Team- Completed
 - c. Credit Card Option – still reviewing
 - d. Region V Friend Rep- discussed as an entire team during board meeting. Update By-Laws Composition for approval in September.
 - e. Lisa received reimbursement form.
 - f. By Laws sent to board.
 - g. Added
 - i. PNC Bank for banking/savings options
 - ii. Dollar Per child (needs to be mailed in)
- V. **Agenda**
 - a. **Executive Director Report:** No questions. David made a motion to approve. Courtney seconded. Motion passed unanimously.
 - b. **Collab Office Report:**
 - i. Tonia shared some highlights from her report attached.
 - c. **Administrative Cluster Report:** *Not applicable/September Meeting*
 - d. **Family Cluster Report:** *Not applicable*

- e. **Education Cluster Report:**
 - i. Everett said ten individuals attended the meeting and discussed practice based coaching and the implementation of child care partners. There was an opportunity for discussion and questions.
- f. **Health Cluster Report:** *Not applicable/August Meeting*
- 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. Rhett thanked David and Kristen for their support. Kaplan sponsoring Leadership Conference and Lakeshore is sending in professional development for Leadership Conference.
- j. **Advocacy Committee:**
 - i. Surveys The initial scope proposed sending surveys of to volunteers, donors, and non-donors. After defining our audiences, these groups are no longer relevant. It is our suggestion to survey two independent audiences. The surveys will be no longer than 12-15 questions, will be multiple selection and scale based (1-5 with one being “very good” and 5 being “very poor”) with a few “other” options where people can enter a short answer if theirs is not provided.
- k. **Nomination and Election Committee:** *Not Applicable*
- l. **Finance Committee Updates:**
 - i. Meeting completed via e-mail review and approval of documents due to Robyn having a scheduled vacation day on the normal meeting day.

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. Will update with new Friend to Region V Representative to be reviewed at September Meeting.

Meeting adjourned at 11:38am

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