

# Indiana Head Start Association Board Meeting Minutes



**September 14, 2021**

Regular Session (In Person and 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), Bailey Maxwell, Tiffany Stigers, Courtney New, Everett Hicks, Stephanie Malchow, Sharon Tankersley, Thomas Walker, Sarah Haisley, David McGee, 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: Lisa Kipker and Mary Graff.
- III. **Approve August 2021 Board Meeting Minutes:** Minutes were not ready for approval. Approval will be acquired at the next meeting in October.
- IV. **Agenda**
  - a. **Executive Director Report:** Not Available
  - b. **Collab Office Report:**
    - i. Tonia's report was sent via email prior to the meeting to all members. Tonia shared that the new guidelines from OECOSL were sent out to programs.
    - ii. ELAC's current focus is on a three part annual report.
    - iii. Tonia shared that Automated Health Systems is leaving the CCDF support programs. Therefore, there are changes with oversight of CCDF intake: Geminus will have Lake and Laporte. Bright Point will have St. Joe, Elkhart, and Allen. The Children's Bureau will have Delaware, Tippecanoe, and Vigo. 4 C's is taking Vanderburgh.
    - iv. Info about the stabilization grants is available now. Head Start and EHS are not eligible due to current guidelines. Rhett and Tonia are working to meet with Nicole Norwell to see if CCPs can be eligible.
    - v. Thursday, November 4<sup>th</sup> the Summit for Transition to Kindergarten will be held via Zoom.
    - vi. Robyn made a motion to approve the Collab Office Report. Seconded by David. Motion carried.
  - c. **EHS Cluster Report:** Not Available

- d. **Northern Cluster Report:** Not Available.
  - i. Tara told Tiffany that she can wait to have a meeting until after the first of the year like the other clusters, if she so chose.
- e. **Central Cluster Report:** Not Available
- f. **Southern Cluster Report:** Not Available
- g. **Region V Report:** Not Available
- h. **Finance Committee Updates:** Minutes from the September 13, 2021 meeting were sent to members via email. Robyn passed out a printed copy of the Profit and Loss Statement and the 2021 Budget.
  - i. Robyn shared that she has been working with Rhett to update the Fiscal Manual. The current manual includes paper as primary tracking processes. The new manual will include the procedures for QuickBooks. The current bi-laws requires two physical signatures on checks and causes an issue with the few board members located throughout the state that can sign. Tara asked if the by-laws will need to be updated. Robyn and Rhett will confirm. The new manual will be emailed in advance and presented at the October Board meeting for approval.
  - ii. Tara asked if a Help the Helpers training was on this current financial. Robyn stated that it will be added as they finalize numbers for September.
  - iii. Robyn stated that we are at 75% of budget spent for 2021.
  - iv. Courtney motion to approve the Treasurer Report. Seconded by Sharon. Motion carried.
- i. **Advocacy Committee Updates:** Not Available
- j. **Training and Conference Committee:** Minutes from the September 7, 2021 meeting were sent to members via email.
  - i. Rhett asked the Board if there were any questions about the announcement of the postponement of the Fall Conference. Tara asked for a reminder of the dates. Rhett shared that the new dates are March 1<sup>st</sup> and 2<sup>nd</sup> - turning it into the Spring/Annual Conference. Rhett stated that he is hoping that this will improve the attendance. The Training and Conference Committee will continue to work on locking in as many speakers for the Spring conference. Rhett confirmed that there are several speakers that are available for the Spring Conference.
  - ii. Rhett sent out a survey to programs to see if there is a need for a Fall Help the Helpers. Topics would include safety practices for home based services and enrollment strategies. Of the programs that completed the survey, 55% have stated that they would likely/very likely attend this conference. Tara asked how many programs completed the survey. Rhett shared that 27 out of 40 programs participated in the survey. Rhett stated that the committee plans for a November 12<sup>th</sup> date for 6 hours total. Board members discussed availability of staff to attend, if topics are relevant, and COVID rates/county statuses. Rhett will reach out to the two speakers to confirm if they can present on November 12<sup>th</sup>.

- iii.* Tara requested that the Training and Conference Committee continue with the scheduled meeting October 5<sup>th</sup> to create a budget for the 2022 budget. Tiffany has set up a Zoom link for this meeting.
- iv.* Thomas made a motion to approve the Training and Conference Committee Meeting Minutes and the adjustment to the November Help the Helpers training. Kristen Seconded. Motion Carried.

**V. Committees**

- a. Tara shared that there are multiple positions available in the committees. Tara confirmed the individuals in each committee. Tara asked for support in each committee. The following additions of Board Members in the following committees were determined:
  - i. Bailey was added to the Executive Committee
  - ii. Thomas was added to the By-Laws Committee
  - iii. Everett was added to the Nominations Committee
  - iv. Sarah was added to the Policies and Procedures Committee
  - v. Courtney and Sharon were added to Finance Committee
  - vi. Kristen and Sharon were added to the PR/Advocacy Committee
- b. Tara recommended that the Child Outcomes ad hock Committee hire a consultant to collect, analyze, and share this data.
- c. Tara will update the committee document and share with Board members.

**VI. Open Board and Officer Positions**

- a. Tara shared that the Board is still in need of a Secretary. Tara requested self-volunteers for this position. Bailey volunteered. Tara requested a vote from all Board members present. Board members voted unanimously in favor of Bailey as the new Secretary.
- b. Tara shared that there is one person that has recently submitted a new application for a role, which has been given to the Nomination Committee. She explained that this will be shared with members via email.

**VII. IHSA Director Updates**

- a. Rhett shared that Karen McNamara from Region V is going to be at the Director's meeting this upcoming Thursday. Topics include enrollment, vaccinations requirements, and full enrollment for January.

Tara proposed a short recess starting at 11:05am. Meeting resumed at 11:23am.

**VIII. Other Business**

- a. **Audit** – Rhett is meeting with a firm to complete an audit. Rhett stated that he has worked with them previously. Rhett proposed to do an audit for 2021. Tara questioned if we need one for 2020. Robyn and Rhett confirmed that we do not because the audit needs to be completed every three years per the fiscal manual. Moving forward the plan is to complete an audit annually for a few years moving forward until we have clean audits, then we will move forward with every three years.
- b. **Committees** – Tara would like to see each committee meet to determine the what each individual committee does specifically. Tara shared the goal is to work towards committees built from people not on the Board. She stated that having specific tasks for each committee would help.
  - i. Tara stated that we need to create procedures and handbooks for each committee.
  - ii. Tiffany requested that we determine what each committee has the ability to approve without the entire Board’s input/approval. Tara requested that each committee determine what they feel they should have approval to decide by the next Board meeting.
  - iii. Robyn suggested that there is a template to document this information. Bailey suggested that it include items such as committee responsibilities, how often they meet, and what they have the authority to approve. Tiffany requested that it include who is on the committee (who can be on the committee Board/community/two members of one). Tara shared that this was in the bi-laws. Mary Lee confirmed that it is but it would be a benefit to have it on this document. Rhett suggested adding the delineation of authority.
- c. **Recruiting New Members**- Tara requested that the Nomination and Election Committee review the bi-laws to determine if there needs to be any changes to increase the recruitment of new members throughout the year.
- d. **Strategic Plan** – Tara shared that the Board will need to revisit the plan for 2022.
- e. **By-Laws** – Tara shared that the By-Laws need to be reviewed in December.
- f. **Advocacy Grant** - Tiffany asked about the Advocacy Grant for the Parent Boot Camp. Tara suggested adding this topic to the October 5<sup>th</sup> meeting.
- g. **PIR/Advocacy Flyers** - Tara asked about the PIR/Advocacy Flyers. Thomas is working on this project. Rhett mentioned that we need to discuss the leadership on the PR/Advocacy Committee to have a potential
- h. **2022 Meetings** - Tiffany asked about planning of the 2022 Meetings. She stated that there are multiple meetings throughout the month and was curious if we would plan this differently for the upcoming year.
  - i. Board Meetings – Quarterly in-person meetings and monthly Zoom meetings
    1. March, May, September, October (to approve budget)
    2. Tiffany asked about the new Board Members. Tara mentioned that they typically start in June. Tara said that this is an odd placement. Tara

requested that the Nomination and Election Committee needs to propose a new time for Board Members to start.

3. Tara also requested that the Executive Committee creates an updated orientation for new members.
- ii. Director's Meetings – Discussion took place on options for the Director's meeting. Tara proposed having in person meetings quarterly around the Board Meetings. Tara shared that the Director's meetings could be in the afternoon of the Board meeting; however, some Board Members that travel long distances may have to leave before the afternoon meeting. Tara offered having the meetings the day before or after the Board meetings. Members discussed this option and the two days/travel concerns. Tara mentioned that the annual meeting at a conference could be one of the Director's meetings. Bailey suggested only having two in person Director's meetings in 2022. She suggested that they be scheduled into the conferences. Tara mentioned that a dinner could be provided to members that evening and have the meeting at that time. Board members agreed to have monthly meetings via Zoom and two in-person meetings during the scheduled conferences in Spring and Fall.
- iii. Planning Calendar - Tiffany recommended that we have a planning calendar for the upcoming year. Tara stated that we have one and read the dates for Fiscal's calendar.
- iv. Upcoming Trainings – Rhett shared that there is a small group signed up for the upcoming Help the Helper training. Rhett requested the Board spread the word about the training. Tiffany recommended that we begin sending out our dates to programs well in advance. Tara shared that she would like us to have Save the Dates for programs with potential topics months in advance

**IX. Adjourn** – Tara called the meeting to adjourn at 12:13pm.

*Minutes approved at the IHSA Board of Directors meeting on October 12, 2021.*