

Indiana Head Start Association Board Meeting Minutes



November 9, 2021

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:03am.
- II. **Roll Call:** Bailey Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Robyn Duffy (Treasurer), Bailey Maxwell (Secretary), Everett Hicks (left at 11:55am), Tiffany Stigers, Stephanie Malchow, Courtney New, Thomas Walker, Sharon Tankersley, David McGee and Kristen Lopshire.
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger (left at 12:00pm), Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Mary Lee Freeze (Vice President), Lisa Kipker, Sarah Haisley, and Mary Graff.
- III. **Approve August 2021 Board Meeting Minutes:**
 - a. Bailey shared that there was a typo in a name at the end of the minutes that has been since corrected.
 - b. Rhett requested the September and October minutes to upload online.
 - c. David made a motion to approve the October Board Meeting Minutes. Kristen seconded. Motion carried unanimously.
- IV. **Action Items**
 - a. Add Policy and Procedures meeting to action items
 - b. Change the e-signature in fiscal manual to drop box
- V. **Agenda**
 - a. **Executive Director Report:**
 - i. Rhett shared that the survey for the proposed dates of the Help the Helpers 2022 only received replies from 13 programs. Tara suggested that they add the Help the Helpers dates to the Training and Conference Committee agenda to determine dates.
 - ii. The finance committee determined that the program dues are set through 2025. Rhett is working on creating a letter with an invoice to send to each program. Rhett recommends making the due date as January 30, 2022.
 - iii. Rhett has chosen to highlight Bona Vista Programs in the newsletter. Tara will be the Board Member highlight.
 - iv. Rhett shared that December is the month he will need to contact speakers, locations, and other event supports to secure for 2022.

- v. Thomas motioned to approve the Executive Report. Everett seconded. Motion passed unanimously.
- b. **Collab Office Report:**
 - i. **OECSL has two new positions.** Deputy Director of Licensing is Pam Roadruck and Samantha Man is the new Training and Compliance Manager. Courtney Penn is coming to the Director's meeting in November. Tonia requested that she share her background and relate to Head Start experience. Courtney will share info about the new positions and how they are working at this time. Tonia asked that questions be sent in advance, if possible.
 - ii. Transition to Kindergarten Summit was last week. There were 500 registrants, but with over 200 that attended. Cary Kreger from PACE shared her experiences. Tonia praised Head Start transitions. Robyn asked if Paths to Quality has added transitions to kindergarten as a Level 3 standard since this is a Level 4 requirement with accreditation. Tonia stated that she would share this suggestion.
 - iii. Robyn made a motion to approve the Collaboration Report. Tiffany 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:** Not Available
- h. **Executive Committee Updates:**
 - i. The meeting minutes were not in the email. Bailley will send out for review and add this to the December meeting agenda.
- i. **Advocacy Committee Updates:** Not Available
- j. **Finance Committee Updates:**
 - i. Tara asked that the Balance Sheet be sent to members each month. Rhett shared the document with Board Members during the meeting.
 - ii. Robyn shared the proposed budget for 2022. Robyn explained the dues that were approved for the 2022 year. She shared that the dues for CDI most likely will not be included as they are up for bids at this time. Rhett shared the corporate revenues. Robyn explained that she used historical data to determine training and conference revenue. Tara shared budget information that was discussed in the training and conference committee, and requested that these numbers be adjusted. Rhett made the adjustments while sharing the document with members. The change did not put the profit/loss in a deficit.
 - iii. Tara requested the revenues for the leadership and annual conference change. Rhett adjusted that the Spring event to change to \$18,000 and Leadership to \$15,000. This change puts the revenue over \$23,000 after costs. Tara made this

change because SPARK will be assisting with the presenters, making it free to IHSA.

- iv. Robyn suggested removing the e-signature fees from the budget. Tara recommended that we use Adobe. Robyn mentioned that this is an upgrade and have a cost. Thomas explained that from his experience that it should not be expensive. Robyn mentioned that the email signature can work as well, as long as the Finance Manual had both Adobe and email options. Rhett shared that he can update Adobe and shared the current Fiscal Manual procedure for signatures.
- v. Kristen made a motion to approve the Treasurer's Report. Sharon seconded. Motion passed unanimously.
- vi. Sharon made a motion to approve the 2022 budget with the proposed changes discussed in the meeting and the amendment to the Fiscal Manual that includes two options for signatures. Thomas seconded. Motion passed unanimously.
- k. **Training and Conference Committee:** Minutes and support documents were sent to members via email.
 - i. Tara shared the 2022 Calendar. Virtual was selected for the Fall conference. Tara shared that one Director's meeting will be in person. Help the Helpers will focus on Trauma informed care and Family engagement.
 - ii. Tiffany inquired about the schedule of the Administration Cluster and Director's meetings. Tara explained that the Director's meetings will be more of a networking opportunity and the Administration Clusters will be topics and trainings.
 - iii. Tara asked about removing some of the Director's meetings. Bailey mentioned that they are currently monthly and well attended. Rhett confirmed that approximately 20-30 Directors attend each month. Tiffany suggested leaving the meetings scheduled and cancel meetings, if needed in 2022.
 - iv. Tara shared that the IHSA and training calendars will be sent out to all programs.
 - v. Bailey asked about the Cluster change and how this will be marketed. Tara shared that the newsletter will include information about this change.

VI. Advocacy Grant

- a. Tara asked the Region V representatives on what is required to implement this grant. Rhett shared that he got the approval to move forward with the funds when IHSA is ready.
- b. Tara asked that this topic be discussed in November with the Advocacy committee and in December with the Training and Conference committee.

Tara suggested that the meeting take a 15 minute break. Break began at 11:09am. Meeting resumed at 11:28am

VII. Strategic Plan

- a. Tara shared that the current line items are from the NHSA playbook.
- b. Tara shared multiple line items from the strategic plan. As suggestions were made, Tara shared that she will update the plan accordingly and send to Board Members for review. Tiffany recommended that comments be added to the last column in lieu of amending any dates of action items.
- c. Tara asked the website design be added to the Advocacy committee agenda.
- d. Tara mentioned that it may be a need to add an ad hoc committee from Advocacy to focus on data collection and use of that information.
- e. Tara requested that success stories be added to the Director's meeting agenda.
- f. A side conversation took place in response to a Strategic Plan line item.
 - i. Rhett shared that the executive committee approved the purchase of Pay Scale in collaboration with other state associations in Region V. He explained that this will allow programs to receive a designated wage study for their area. Rhett explained that the Collaboration Office will be splitting the cost with IHSA for Indiana. Rhett asked if there were any questions. Stephanie asked if there is any additional work on the Board or Rhett for this new project. Rhett shared that it would not due to the customer services from Pay Scale.
 - ii. Robyn shared that the budget that was approved included a temporary placeholder for the raise of the Executive Director. However, the actual amount will be brought to the Board once an annual review for Rhett.
- g. Tara asked about creating an Annual Report for IHSA. Robyn suggested that this be added to an Executive Committee meeting agenda. Tiffany suggested adding action items from the Strategic Plan on the newsletter to directors.
- h. Tara asked the Board for next steps of the Strategic Plan. She referenced that the current Head Start issues with staffing and enrollment not being addressed. Rhett shared that he is meeting with Steve from BrightPoint/INCAA tomorrow to discuss advocacy needs for Head Start. It was determined that this need is imbedded in multiple line items on the Strategic Plan.
 - i. Rhett requested that each Board Member send positive stories to him.

- VIII. Adjourn** – Kristen made a motion to adjourn the meeting. Robyn seconded. Tara adjourned the meeting at 12:38pm.

Minutes are scheduled to be approved at the IHSA Board of Directors meeting on December 14, 2021.