

## Governing Board Meeting Minutes

WAEYC Governing Board Meeting \* Webinar\* December 9, 2010 9:30-11:30 am

### Governing Board Members Present

President  
Vice President  
Treasurer  
NAEYC Affiliate Council Rep  
Member-at-Large  
Member-At-Large  
Affiliate Council Chair  
Affiliate Council Secretary  
Affiliate Council Rep  
Affiliate Council Rep

Brenda Boyd  
Karen Cooper  
Jill Brenner  
Jamie Ashton  
Stacey Drake  
Jeanie Pittman  
Tina Smith-Klahn  
Kathy Zimmerman  
Bunny Walters  
Nancy Chambers

### WAEYC Staff Present

Executive Director

Agda Burchard

### Governing Board Members Absent

Past President  
Secretary

Leslie Meisner  
John Naegele

**DRAFT**

Agenda Item	Discussion	Decision	Action
	<p>WAEYC President Brenda Boyd called the meeting to order at 9:40am and led introductions.</p>		
<p><b>Strategic Plan</b></p>	<p>One of the outcomes of today’s meeting is to increase our awareness and ownership of WAEYC’s strategic plan. Brenda asked board members to share their process of writing or their reactions to an elevator speech about the work of WAEYC over the next year. All speeches were positive and change was a common theme, yet there was variability in the messages. Some board members went back to our Theory of Change and/or Strategic Plan before writing the speech.</p> <p>Brenda asked if it is important for us, and if so why, to align our Theory of Action and Strategic Plan with the Early Learning Plan? Most comments reflected the thinking that we should align only with the parts of the Early Learning Plan that are in line with our mission and strategic plan.</p> <p>Affiliate Council Chair Tina Smith-Klahn said that some of our members have concerns or confusion about supporting Family, Friends and Neighbors (one of the strategies in the Early Learning Plan). These providers are not licensed, but this is a strategy to improve quality. The small group looking at this strategy at our last board meeting did say this strategy doesn’t align with our Theory of Action.</p> <p>Brenda asked how the strategic plan can be more useful as a tool guiding our work. How can we become more familiar with it, and hold ourselves accountable to it? Comments included:</p> <ul style="list-style-type: none"> <li>• Charts are confusing, so would be easier to understand our strategic plan if it were formatted differently or we talked about it a way that made it more of a narrative and less “math” like.</li> <li>• A status column is helpful; it can include notes about items that are postponed.</li> <li>• Maybe we need to set targets for each of our board meetings making it clear what we would check in about at each meeting. We could use the existing target date column to figure out what we need to check in about at each meeting.</li> <li>• We could develop 90 day or 180 day action plans so the target</li> </ul>		

<p><b>Governing Board Actions</b> <i>Governing Board minutes September 11, 2010</i></p>	<p>dates don't arrive without work being done on them. We will need reports sometimes from committees or others who are responsible for the work.</p> <ul style="list-style-type: none"> <li>• In the responsibility column, it might be helpful to have an individual's name so that questions can be asked and responded to.</li> <li>• Add links (e.g. links to committee documents and related state work) to the Strategic Plan, so the board could visit those links to be updated. Each committee could be responsible for providing links.</li> <li>• The Foundation for Early Learning's early learning network, or another tool, could be used so that board members are notified when changes are made to a document.</li> </ul> <p>We do have limited resources, so we have to be thoughtful about which ideas we implement.</p> <p>Should the Early Learning Plan be a separate item in our strategic plan or imbedded throughout our plan? Imbedded throughout our plan makes more sense. The way the Early Learning Plan objective is worded now in our Strategic Plan can be limiting. Promote isn't the right word; align is better. We'll leave the objective there for now, but may want to take it out and somehow highlight others objectives in our strategic plan that align with specific Early Learning Plan strategies.</p> <p>Maybe other objectives in our strategic plan need to be changed. Are they truly all the objectives we want at this time? We should have a continuous review process, but shouldn't spend all our time fixing the plan and not doing the work.</p> <p>Brenda requested approval of the September Governing Board minutes.</p>	<p>Kathy Zimmerman moved to approve the September Governing Board minutes. Jill Brenner seconded. Motion passed.</p>	<p>Next steps:</p> <ol style="list-style-type: none"> <li>1) At each board meeting, revisit strategic plan.</li> <li>2) Executive Committee decides how to make our strategic plan more usable based on today's discussion, and decides a next step regarding the inclusion of the Early Learning Plan in our strategic plan.</li> </ol>
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<p><i>Legislative Agenda</i></p>	<p>Executive Director Agda Burchard provided background on the public policy committee’s creation of WAEYC’s draft 2011 Legislative Agenda. Concern was expressed about past and likely future cuts to technical college’s early childhood education training programs. We should add maintenance of funding for higher education early childhood education programs to our legislative agenda. This addition is in alignment with our support for professional development. Since certain levels of education are required for certain positions, there should be support for providers/teachers to obtain that education.</p>	<p>Tina Smith-Klahn moved to accept the legislative agenda and direct the public policy committee to add a bullet under number two regarding maintaining funding for early childhood training programs in higher education. Kathy Zimmerman seconded. Motion passed.</p>	
<p><b>Reports</b> <i>Affiliate Council Report</i></p>	<p>Affiliate Council Chair Tina Smith-Klahn shared that the Affiliate Council is engaged in the work of WAEYC and with each other. NAEYC Affiliate Council Rep Jamie Ashton asked how the board could support the work of the WAEYC Affiliate Council. Tina stated that one way is for the board to participate in the <i>Growing Connections</i> webinars for affiliate chapter leaders.</p>		
<p><i>Financial Reports</i></p>	<p>Treasurer Jill Brenner reviewed the financial reports. Salary expenses are starting to drop; they were high due to paying out employees’ benefits when their employment ended. Jill met with Agda and Financial Coordinator Vera Strum on Tuesday to talk about shifting some of the budget categories. Revenue will go up due to extension of the STARS contract. Professional services expenses are way up, but most of the spending is done for the year. Meeting costs were very high; we’ll shift budget items to balance that out.</p> <p>The audit was recently completed; a letter will come out with findings about un-cashed scholarship checks. Since the end of the fiscal year June 30<sup>th</sup>, we have decreased the amount of money in un-cashed checks. We will turn over unclaimed funds to the state in March.</p>		

<p><i>NAEYC Annual Conference Report</i></p>	<p>Brenda reported that the affiliate leadership day introduced the national dialogue about the relationship between national and various levels of affiliates. Brenda encouraged board members to participate in NAEYC’s monthly affiliate leadership calls on the second Tuesday of each month.</p>		
<p><i>NAEYC Affiliate Council Meeting</i></p>	<p>NAEYC Affiliate Council Rep Jamie Ashton was selected to represent our region on the NAEYC Affiliate Council’s executive committee. In March, Jamie will go to Washington, DC for the executive committee meeting, and in June to Rhode Island for the Affiliate Council meeting. Jamie referred board members to the first page of the NAEYC Affiliate Council Report with highlights from the November meeting including new membership brochures and changes to Roles and Functions. Local affiliates will have more options for meeting the Accreditation support requirement. When reporting roles and functions online to NAEYC, local affiliates will indicate which of the models of Accreditation support they are doing.</p>		<p>Agda will send Affiliate Chapter leaders information about the change to the accreditation Roles and Function item.</p>
<p><i>WAEYC Activities Report</i></p>	<p>From the report, Executive Director Agda Burchard highlighted conference financial and registration data, call-in information for the monthly NAEYC leadership calls, and WAEYC staffing updates.</p>		
<p><b>Adjournment</b></p>	<p>Agda reminded people to complete the meeting evaluation. Brenda adjourned the meeting at 11:30 AM.</p>		