

**MEETING TITLE: Washington State Association of Head Start/ECEAP – Board of Directors Meeting**

**Date:** January 26, 2009      **Place:** Red Lion, Olympia

**Attendance:** Janet Anderson, Cathy Garland, Jill Brenner, Connie Mueller-Troka, Samantha Tuskan, Wendee Shuell, Uby Creek, Keith Angotti, Kylee Allen, Lucy Kee, Sandy Nelson, Rick Garza, Joel Ryan, Katy Warren

**Absent:** Dora Moreno-Daniel, Alex Arnold, Sage MacLeod, Lisa Horn

AGENDA	DISCUSSION	DECISIONS - ACTION
<b>Call to Order</b>	<p>Janet Anderson called the meeting to order at 1:06 pm.</p> <p>Uby moves to accept the 12/10/08 Board Minutes. Wendee 2<sup>nd</sup>. No comments or questions. Passed unanimously</p>	<p>Uby moves to accept the 12/10/08 Board Minutes. Wendee 2<sup>nd</sup>.</p>
<b>Mini-Audit</b>	<p>Dana Maher reported on the agreed-upon-procedures. She visited in October. We are a healthy organization with cash, a profit, and no debt.</p> <p>At the visit she went through the checks, receipts, bank reconciliation, etc. All looked good except for backdated checks that make the reconciliations wrong. Also, we want to make sure the checks are written and dated in sequence.</p> <p>Also, she checked to make sure there was support for all expenses. Found most, though some receipts were more difficult to find. Overall we were able to tie everything down but some things were more difficult.</p> <p>Checked cancelled checks and tied them to check register. However, we don't get our cancelled checks back anymore, making this impossible. Smith Barney does provide a list, and in every case the check register and the Smith Barney info was in sync.</p> <p>Keith – B of A digitizes</p> <p>Sandy – What is the amount that is insured in Smith Barney? Dana checked, and we're OK up to \$250,000 for CDs, 250,000 for cash.</p> <p>Payroll tax returns – a couple were late. Cathy will go into Dana's office in the summer to go over some things.</p> <p>Internal controls. Deposits – sometimes the dates that the deposits are made aren't the same as the dates on the deposit. We may need to revisit this.</p>	

	<p>Finance committee will meet with Dana. There will be some training on how to read the budget/balance sheet at the board retreat.</p> <p>Sandy – even though there are some minor things, in terms of the internal controls, things are in pretty good shape.</p> <p>Rick – We need to make sure that the internal controls are followed.</p> <p>Specific recommendations – prepare your financial statements on accrual method. Board needs to make sure policy on deposits is clear.</p>	
<b>Budget</b>	<p>Joel reported on budget highlights</p> <p>Parent Ambassadors – that money has come in, and will start being spent. We’ve selected 12 so far.</p> <p>Katy reported that the WSTC dues will go down considerably within a few months. Janet suggested that we have a further discussion about this. Many ECEAP programs don’t understand the system, and many Head Starts wonder why they are billed twice. Keith suggested sending bills that spell out what goes to what, and how much has been paid.</p> <p>Directors Meeting budget categories may be collapsed, since the ECEAP and HS budgets are part of the same 3-day meeting</p> <p>6016 Equipment – We received an insurance check for Joel’s lost computer.</p>	
<b>Executive Session – Benefits Package</b>		<p>Jill moved that the benefits package move into an IRA, maintaining 3-5%, and looking into a cafeteria plan with a broker. Uby 2<sup>nd</sup>. Passed unanimously, no abstentions.</p>
<b>Minutes from 12/10/08 Meeting</b>		<p>Kylee moved that we approve the minutes with the following changes:  Add Kylee, Keith and Lucy as “Present”.  Add information about</p>

		voting action taken by email on Advocacy Goals Lucy 2 <sup>nd</sup> Passed unanimously, no abstentions.
<b>Board VP</b>	We will table this and discuss it at the debrief and take action.	
<b>Advisory Board</b>	<p>Joel presented a memo on the creation of an Advisory Board, as discussed in our Strategic Plan. The objective is to bring in broader viewpoints, expertise, contacts, fundraising, etc.</p> <p>We don't want to make it onerous on the board members, but they should come to at least one board meeting.</p> <p>Joel would like the board to approve the model and to help recruit.</p> <p>Lucy – there are a lot of sports players who might be good targets.</p> <p>Joel – yes, celebrities, other early learning leaders, business people.</p> <p>Keith – Maybe artists, etc. Do we have stipulations regarding conflict of interest?</p> <p>Joel – He wouldn't recommend having vendors on the advisory board, especially early learning companies.</p> <p>Janet – It might be a good idea to develop a code of conduct, confidentiality, conflict of interest language, etc.</p> <p>Cathy – we don't want to create conflicts with local programs and people who might have existing relationships there. Might want to check with local programs.</p> <p>Wendee recommends at least 2 year terms. Sandy suggests 3. Do we have a term limit?</p> <p>Jill volunteers to help with policies and Procedures, Keith volunteers to help with recruiting.</p>	<p>Sandy – moves that we approve the concept of the advisory board, and continue to develop the details and protocol.</p> <p>Sam 2<sup>nd</sup>.</p> <p>Passed unanimously, no abstentions.</p>
<b>Logistics</b>	<p>Packets – Janet Keith,</p> <p>Registration – Uby, Sam, Kylee, Wendee</p> <p>Affiliate Groups – Discussion about Basic Ed definition, advocacy goals, subsidy.</p> <p>Need to make sure we have someone with expertise presenting at each group, maybe groups could come up with questions for legislators on Thursday.</p> <p>New Member – Kylee &amp; Keith</p>	

	<p>ECEAP directors meeting – Janet  Best Practice – Lucy &amp; Uby  Block Play – Samantha</p> <p>Healthy Brain Development = Cathy  Including Samuel – Joel  Health Session –Wendee</p> <p>Make it Take it – Tuesday Keith, Lucy  Make it Take it – Wednesday Kylee</p> <p>Board Election – Kylee, Jill</p> <p>Change board debrief to 1 hour.</p>	
<p><b>Board Elections</b></p>	<p>Open positions – ECEAP Staff and Head Start parent.</p> <p>Dora has now missed her 2<sup>nd</sup> meeting. We will add an opening for Migrant Rep and see if there is interest here, otherwise we will try to make an appointment.</p>	
<p><b>Updates</b></p>	<p>Joel gave updates:</p> <ol style="list-style-type: none"> <li>1. Casey Foundation reviewed a second proposal, and at the moment they are pulling back on the foster care piece and they want to take a closer look at the outcomes proposal. Their money is tight right now. Casey has a research person on staff, so they might end up helping that way.</li> <li>2. Ad Hoc NHSA Leadership publications – Janet will bring those tomorrow. Janet/Joel went to Chicago meeting last year. They have now put into writing a couple of documents that message around what HS is, and give a different image than what is coming out of NHSA. We would need to pay for publication, and would need to decide if it's something that is something that we can use, how flexible the documents are, can they be customized, etc. PR documents for Head Start.</li> <li>3. Social Venture Partners Networking Survey – They sent out a survey to early learning people to map the Early Learning community. They wanted to find out how well networked the EL community, who were the key players, etc, then see how they could help those connections.</li> <li>4. Advocacy Updates – Senate Recovery package coming out in the next couple days, and it will probably be about \$2billion for HS/EHS. Basic Ed has some challenging aspects, and we need to be on the same page on that.</li> <li>5. Region X HSA – April 8-10. They're coordinating with Nancy Hutchins, and Wendee is going to OHSA conference. Audit is progressing well. Transition from previous treasurer to Kylee is in</li> </ol>	

	<p>process. Dues letters to states will go out soon. Budget reports will be presented at each meeting, and they're developing scholarship procedures. WSA needs a new scholarship chair. Katy will send copies of the contracts to board members.</p>	
<p><b>1/27/08 Board Debrief</b></p>	<p>Comments from day –</p> <p>Food -</p> <ul style="list-style-type: none"> <li>• Need food in the morning</li> <li>• Very pleasant waitstaff</li> <li>• Good food</li> <li>• Ran out of coffee/milk during breaks</li> </ul> <p>Hard time hearing in the presentation – some people talking during presentations</p> <p>Remind people in breakout sessions about etiquette</p> <p>New member orientation – need one page summary of info to take back. Many didn't know they were supposed to make appointments. Katy can send a "what to expect" document that should be printed out for the attendees ahead of time.</p> <p>People get lost at the opening session – any way to do orientation before the meeting? Maybe directors can share strategies for a bit of orientation and prep before they come to meeting. Might be able to give one of the board members a role for orientation.</p> <p>Schedule – identify audience.</p> <p>Maybe board members could sit at tables and orient people before start of meeting.</p> <p>Good things – excellence awards</p> <p>Parent affiliate – should maybe have just said this was a good idea, without going into the details</p> <p>Maybe skip the directors affiliate, and split up and go to the staff and parent groups</p> <p>How do we help make the message coherent tomorrow?</p> <p>Take personal messages and relate them to the goals. Get back to basics.</p> <p>Staff affiliate – no obvious specific points – lots of comments</p> <p>Uby or someone will do make and take</p>	
<p><b>Stuff from yesterday</b></p>	<p>Joel wants a small group to help draft a letter about Early Learning Advisory Council, Collab office, WA Head Start, Basic Ed, etc.</p> <p>Joel/Cathy meeting with Karen Twedt – do board members have comments that should be shared. No – Joel/Cathy will report back, board can decide whether a follow up letter will be necessary.</p>	

	<p>Vice president election – Uby nominated Lucy for the position. Sandy nominated Keith.</p> <p>The vice president helps the organization operate, steps in for the president if she can't come to something. They will be part of the executive committee, and will have meetings about that.</p> <p>Keith and Cathy are from the same organization.</p> <p>Keith and Lucy gave speeches.</p> <p>The board voted, and Lucy was elected Vice President.</p> <p>The Scholarship Chair also needs to be elected. Sam would like to Chair. Kylee would like to work on the committee, and she serves on Region X board also. Sam and Kylee will co-chair.</p>	
<p><b>Debrief 1/28/08</b></p>	<p>Ran out of packets</p> <p>More Spanish packets.</p> <p>Digital copy, so we can print</p> <p>Don't have conversations at entry.</p> <p>Lonnie good, Breakfast good. Good advocacy training.</p> <p>Ad translation to advocacy day.</p> <p>At rally – tell the speakers beforehand that they have to pause for the translation.</p> <p>Maybe we can use headsets next year.</p> <p>More prep for translator.</p> <p>We may pursue online registration for advocacy day.</p> <p>Foam things aren't working. We need to find another solution</p> <p>Stack and prepare packets for table the night before.</p> <p>Need to find intern help for Katy.</p> <p>Accessibility task force needed.</p> <p>Have drawing for dollar per child during Advocacy Day.</p>	