

Agenda 10.19.17 - Meeting Minutes.docx



Nevada Association for the Education of Young Children

NevAEYC Board Meeting

Date: October 19, 2017

Location: GoToMeeting – Conference Call

Attendance:

Board Members-Elected	Board Members-Appointed	Chapter Representatives
Michael Maxwell – Present President	Vacant Board Development Chair	LeAn Shelton – Absent RAEYC
Kimberly Regan - Absent Past President	Carrie Paldi – Absent ECAC Liaison	Vacant SNAEYC
Calena Long – Present Treasurer	Kayelynn Ogden – Absent TEACH Advisory Chair	
Brandy Timmsen – Present Treasurer Elect	Sarah Carone – Present Rural Representative	
Vacant Secretary	Mary Regan – Present Conference Chair	
Eric Mitsch – Absent VP Communication & Technology	Jenn McCann, - Present Conference Chair Elect	NevAEYC Employees
Kaia Bartling – Present VP Membership		John Cregg – Present NevAEYC Executive Director
Jenna Weglarz-Ward – Present VP Education Development		Sarah Navarro – Present Administrative Assistant
Amanda Haboush-Deloye – Present VP Public Policy		Michelle Cruz – Absent T.E.A.C.H. Program Counselor

1. Call to Order

Roll Call: *Nine present board members.* Quorum Established: *Yes.*

1. Action Items

a. Secretary

i. Request for Approval of minutes from September 21, 2017

- *Michael Maxwell requested that the board take a moment to review the minutes.*
- *No questions, changes, nor comments were made.*

Motion: *Jennifer McCann Second: Kaia Bartling Pass: 9 Yes; 0 Nay; 0 Abstention*

a. President

i. Welcome Brandy Timmsen, Treasure Elect

- *Michael Maxwell introduced Brandy Timmsen who is a teacher at Zoo'n Around Preschool in Fernley, Nevada. Michael welcomed Brandy and thanked her for being a part of the NevAEYC Board.*

i. Appointed positions for 2018

- *Michael Maxwell stated he will be appointing the following positions on the board:*

1. Board Development – Kaia Bartling

- *Michael Maxwell appointed Kaia Bartling as the Board Development Chair on the NevAEYC Board.*

1. Southern Nevada Chapter – Denise Sydney

- *Michael Maxwell stated that the Southern Nevada Chapter appointed Denise Sydney as the Southern Nevada Chapter Representative on the NevAEYC Board.*

1. Rural Representative – Holly Whittle

- *Michael Maxwell appointed Holly Whittle as the Rural Representative on the NevAEYC Board.*

1. VP of Public Policy – Jencie Davies

- *Michael Maxwell appointed Jencie Davies as the VP of Public Policy on the NevAEYC Board.*
- *Michael Maxwell asked the board if anyone had any questions or comments.*
- *Amanda Haboush-Deloye wanted to clarify that the Rural Representative is not elected but appointed position.*
- *John Cregg stated that is correct.*
- *Michael Maxwell asked for all of those in favor to signify by saying aye.*
- *All members voted aye.*

i. Approval of updated Policies and Procedures

- *John Cregg reviewed the updates made to the bylaws in the Policies and Procedures Handbook that were made on October 2016 and October 2017. Update summary attached.*
- *Michael Maxwell suggested that the 10th bullet on section D. "Public Policy Committee" be amended to state "Develop and promote Public Policy agenda (imperatives)".*
- *Amanda Haboush-Deloye agreed.*

Motion: *Mary Regan* Second: *Jennifer McCann* Pass: 9 Yes; 0 Nay; 0 Abstention

a. **Treasurer**

i. **Approval of August 2017 Financials**

- *Calena Long* highlighted on the Administrative Revenue and Expenses and noted that the line items have been updated. They are now easier to understand.
- *John Cregg* added that the negative number in the "Insurance-Professional Liability" line item will change in the September Report to a positive number as we received a refund from NAEYC.

Motion: *Amanda Haboush-Deloye* Second: *Jennifer McCann* Pass: 9 Yes; 0 Nay; 0 Abstention

1. **Officer Reports**

a. **President** – Formal report was not submitted.

- *Michael Maxwell* reported that there has been no change since the last board meeting.
- *Michael Maxwell* will be attending the Annual NAEYC Conference in November 2017. He will be taking notes and uploading them to the Dropbox for everyone to access.

a. **Past President** – Formal report was not submitted.

- *Past President* was not present.

a. **VP of Communication & Technology** – Formal report was not submitted.

- *VP of Communication & Technology* was not present.

a. **VP of Educational Development** – Report was not submitted.

- *Jenna Weglarz-Ward* stated she is gathering information and reaching out to NAEYC and the Northern and Southern Representatives for upcoming educational events.

a. **VP of Membership** – Formal report was submitted (attached).

- *Kaia Bartling* stated she would like to start promoting the new membership categories and tracking numbers of membership types we are receiving.
- *Amada Haboush-Deloye* added that there is also a membership survey out and with a deadline of 10.20.2017 but the response rate is very low.
- *Kaia Bartling* stated she will extend the deadline and add the Gift Card reward in the subject line and see if there is a higher response.

a. **VP of Public Policy** – Formal report was submitted (attached).

- *Amanda Haboush-Deloye* highlighted on the Public Policy committee beginning to push the Childcare for Working Families Act.
- The committee will be creating a newsletter and also will be sending letters in support to representatives. The Children's Advocacy Alliance is looking into setting up a sign-on in their action center as well.
- *Amanda Haboush-Deloye* reported that she has requested *Helen Blank* to be a keynote speaker at conference since the theme will be around public policy, she is waiting to hear back from her. In case she is not available the backup would be *Lillie England*.
- *Amanda Haboush-Deloye* added that the dates for the NAEYC Hill Day have been released and they are March 4th -6th of 2018.

2. **Committee Reports**

- a. **Personnel** – *Formal report was not submitted.*
- *John Cregg reported that the staff evaluations will be completed by the end of the month and the committee will need to review all staff evaluations.*
 - a. **Nominations and Accreditation** – *Formal report was not submitted.*
- *John Cregg has been collecting the nomination forms for those positions that go on the ballot and a reminder email has been sent to the board members to submit their nominations by 10.20.2017. Amanda Haboush-Deloye will be putting a survey together for voting that will be sent to all members.*
- *John Cregg stated that all will be completed by the end of the month.*
 - a. **Board Development** – *Formal report was not submitted.*
- *Amanda Haboush-Deloye asked for all members to confirm the date of January 29-30, 2018 for the Board Retreat.*
- *All members confirmed the date. The January 2018 NevAEYC Board Retreat will be on Jan. 29-30, 2018.*
- *Amanda Haboush-Deloye reported that John Cregg has looked into flights for all Reno and Elko members to attend the January 2018 Board Retreat which is projected to be cost \$2,800.*
- *Amanda Haboush-Deloye stated she also looked into moving the retreat to Reno but it would still be about the same price since Elko members would have to drive in and stay an additional night whereas the flights to Las Vegas gets Elko Members in and back the same days as Reno members.*
- *Amanda Haboush-Deloye sought on how the board members felt about local members staying in their own homes to save a little more.*
- *Mary Regan stated if it's near Henderson, where she lives, she does not mind staying home, but if it's further it could be a hassle to drive there and back.*
- *Michael Maxwell agrees with Mary Regan.*
- *Kaia Bartling added that the board will already be cutting back by staying one night only and she feels that all members should stay at the hotel since they are already cutting back and losing bonding time.*
- *Amanda Haboush-Deloye added that she will now look into hotel costs and create a board Development Committee and start involving Kaia Bartling as she will be taking over in January 2018.*
 - a. **Early Childhood Advisory Committee** – *Formal report was not submitted.*
- *ECAC Representative was not present.*
 - a. **Rural Representative** – *Formal report was submitted.*
- *Sarah Carone highlighted on their Step up for Kids event. There was about 65 kids with parents.*
- *They also talked about the rural representative transition.*
- *Sarah Carone added that the committee has begun planning their ECE Celebration that will be in the spring of 2018.*
 - a. **Conference** – *Formal report was submitted.*

- Jennifer McCann reported that she has yet to hear back from June Lee about doing the Fireside Chat at conference but will give him a call soon.
 - Jennifer McCann asked the board if anyone was interested in running the scholastics book booth at conference.
 - Mary Regan volunteered to run the scholastics booth if no one else expressed interest.
3. **T.E.A.C.H. Early Childhood® NEVADA**
- a. **Advisory Committee Chair** – Formal report was not submitted.
 - John Cregg reported that it was Kayelynn Ogden’s last meeting as the chair. Kayelynn was gifted flowers and was thanked for her commitment to the T.E.A.C.H. Advisory Committee. The meeting minutes are on the way.
 - a. **Program Director** – Formal Report was submitted.
 - John Cregg highlighted on his outreach presentation to high school students in Las Vegas. There were a few young ladies that were really interested in pursuing ECE degrees.
 - John Cregg is planning on reaching out to Reno local high schools that have expressed interest and is in communication with another Las Vegas high school.
 - John Cregg added that he has been working on the affiliate restructure and meet with the Southern Nevada Chapter and will soon be meeting with the Reno Chapter.
 - Michael Maxwell asked that John inform him of his outreach presentations in Las Vegas as he would like to join John.
 - Amanda Haboush-Deloye asked John to inform the board of when he is in Las Vegas.

1. **Affiliate Reports**

- a. **RAEYC Representative** – Formal report was not submitted.
- RAEYC Representative was not present.
 - a. **SNAEYC Representative** Formal report was not submitted.
- Mary Regan reported that the Southern Nevada Chapter just had their retreat which John Cregg attended and informed them of the restructure and what it all entails. The Southern Chapter voted and agreed to fall under the NevAEYC financially.
- The Southern Nevada Chapter has appointed Denise Sydney as the Southern Nevada Chapter representative.
- Mary Regan added that the Chapter has a mixer event coming up on Friday, Dec. 8th, 2017 at the Meepleville Board Game Café.

1. **Unfinished Business**

- a. **January/February Board Retreat**
- The date has been finalized to January 29-30, 2018.
 - a. **ECE Awareness Campaign**
- Michael Maxwell asked if the board was interested in putting a plan and proposal together to submit to Patti Oya.

- *Jennifer McCann asked if there was any guidance as far as what they were looking for or what they want it to look like.*
- *Michael Maxwell stated there is no guidance and suggested he could look into what was previously worked on or reach out to Patti Oya to discuss what exactly she or other funders are looking for.*
- *Amanda Haboush-Deloye mentioned that marketing is not the organizations strength as far as designing a campaign, but would be a great organization to push out whatever the campaign.*
- *Michael Maxwell added that Patti Oya did state that the NevAEYC would not necessarily be responsible for creating the content of the campaign but more so on how the NevAEYC Board would administer the campaign.*
- *Amanda Haboush-Deloye suggested tabling this topic to be discussed at January 2018 Retreat for a face to face discussion.*
- *Michael Maxwell agreed and asked that this topic be added to the January 2018 Retreat Agenda.*

2. New Business

a. Dates for 2018 Board Meetings *(Board meeting schedule attached)*

- *Amanda Haboush-Deloye added the dates for the NevAEYC board meetings in 2018.*
- *John Cregg will send out calendar invitations to all board members for all meetings.*
- *Michael Maxwell sought for any major conflicts with any of the listed dates.*
- *Kaia Bartling mentioned that she will be getting married on the Saturday of the NevAEYC 2018 Conference.*
- *Amanda Haboush-Deloye added that because the conference was moved to April instead of May, she switched those two months to reflect a scheduled board meeting in April during conference and no meeting in May.*

a. Executive Director Update

i. Affiliate Restructure

- *John Cregg reported that he met with Lisa Bagley (NevAEYC Accountant) to discuss what her opinion is on the chapters falling under the NevAEYC financially and also discuss the pros and cons.*
- *John Cregg met with Lisa Poon (NevAEYC Auditor) as well and discussed what the audit and tax filing would look like and sought her opinion on the restructure.*
- *John Cregg stated that both Lisa Bagley and Lisa Poon recommended that the chapters fall under the NevAEYC financially.*
- *John Cregg has also met with the Southern Nevada Chapter to discuss the restructure and what it would look like if they were to fall under the NevAEYC and on the same day they voted and agreed to fall under the NevAEYC financially.*
- *John Cregg has yet to have a formal discussion with the Reno Chapter but is scheduled to attend the Reno Chapter Retreat on Thursday, October 26, 2017.*
- *John Cregg stated that there should be agreements in place by the first week of November 2017 and will require a signature from the NevAEYC President and the Affiliate Chapter's Presidents.*

- *John Cregg mentioned that the chapters will be closing out their bank accounts and transferring to the NevAEYC accounts. Each chapter will have a bank card with a daily limit. All check requests and expenditure receipts will need to be submitted to the NevAEYC executive director and the administrative assistant.*
- *Amanda Haboush-Deloye requested that John Cregg investigate if the chapters will have to change their email addresses to reflect their new titles.*
- *John Cregg stated that their titles will need to change on any site or documents they are published on.*

i. Vacant Positions

- *John Cregg asked the board if they would like for him to contact other organizations in search of candidates to fill the vacant positions on the board which are Secretary, Conference Chair Elect, and second rural representative.*
- *Amanda suggested that the second rural rep be added on the next go around of election since we are short for time.*
- *Sarah Carone agreed and stated it would be better to have the rural representatives terms end on different terms so one representative can assist with on board the next rural representative.*
- *Amanda Haboush-Deloye said that John Cregg should advertise all open positions on the board and mentioned that she has reached out to the Children's Advocacy Alliance regarding open Board positions. Denise Tanata, the executive director, stated she would speak to her staff and see if anyone would be interested in filling any open position on the board. Amanda will be following up.*
- *The NevAEYC Board agreed to add this topic to the January 2018 Retreat agenda.*

1. Adjourn

- *Michael Maxwell adjourned the meeting at 2:27 PM.*

Motion: *Jennifer McCann* Second: *Kaia Bartling* Pass: *Yes; Nay; Abstention*

Reminders

Next meeting – March 2018 (TBD)

Board reports due – March 2018 (TBD)

Agenda items for board meeting due – TBD

Location: GoToMeeting