



NHAEYC Governing Board Meeting Minutes

January 4, 2016 6-8pm

NHAEYC Office/ 2 Delta Dr Concord NH

In attendance: Johanna Booth-Miner, Mimi O'Connor, Jessi Rice, Jessica Sugrue, Thom Linehan, Gina Apgar

Regrets: Lori Harris, Alysse Coffey, Lisa Strout

Krishna Dubrill has submitted her resignation from her elected position as Member-at-Large

Call to Order **Jessica**

Welcome & Introductions **Jessica**

Tax Preparation and Return for 2014-2015 **Mimi**

A draft has been completed by our accountants and was reviewed by those in attendance. Jo noted a trend toward declining revenue in the past few years, which is not surprising with the membership challenges are being felt at our local and national level. Mimi will contact the accountant to send to IRS.

Public Policy and Advocacy **Jessica**

Alysse cannot attend the NAEYC Public Policy Forum this year, due to work obligations. Jessica put out to the group the expectations and importance of NHAEYC attending this event, as Public Policy and Advocacy is a focus for NAEYC right now, and asked if any in attendance would be interested/able to attend. Both Gina and Jessi expressed interest. Jo moved that we send Jessi and Gina to the Public Policy Forum. During discussion, Thom asked about what happened with the large contingent we paid for to attend last year. Jessica shared that the group did meet upon their return to NH after the forum last year, but that no one from the group had been present at the two advocacy events we were involved in this year. Thom suggested that when Jessi and Gina return this year, they reach out to Alysse see if we can reconnect with the state team from last year, and move forward together. Mimi seconded the motion. The group passed the motion unanimously that we will pay to send Jessi and Gina to represent NHAEYC and our state at the NAEYC Public Policy Forum (to be joined by Mary Lou Beaver of Every Child Matters)..

The group discussed the disturbing trend of lack of involvement in advocacy that we are seeing locally and at a national level. This, combined with enrollment in college level ECE programs dropping and the state instructing high school tech programs to focus on teacher prep beginning at an elementary level (rather than birth-5), is heightening our awareness to why our organization is struggling to get members, keep members, and engage members in board service.

There were thoughts around the table about how to “get the word” out about to get involved, to advocate, to engage. Thom suggested reaching out to college students, possibly those involved in ECE clubs, as well as the Pre K-3rd grade professionals. Jessi stressed the importance of reaching out to the current workforce, those working with children and families in classrooms on a daily basis.

Our Mission:

To support and advance the professional development of affiliate members in their efforts to provide quality early care and education for the children of New Hampshire.

NHAEYC Action Items

Jessica

With a small Governing Board with a lot of ideas, Jessica presented a list of action items to the group, to be completed by those in attendance.

1. Meeting Secretary ~ Position is vacant. Group decided we would take a volunteer at each meeting.
2. Website Update and Content ~ There are several items that are outdated that need to be removed, and current items added. Jo volunteered to work on this.
3. Membership ~ With current declining trend with not only numbers, but engagement and involvement, this is an area that we need to continue to work on each month. Mimi volunteered to focus some time in this area.
4. College/University Graduating Student Meetings ~ With other pressing tasks, and a small group to accomplish, the group decided to table this item.
5. Infant/Toddler Conference/Day Long Institute ~ The group talked about the continued need for inf/tod professional development opportunities, with the goal of reaching a different clientele than the Inf/Tod Seminar may have been attracting. The group discussed offering workshops that can support the classroom teachers with basic information on development, curriculum, and working with families. Jessica will touch base with Lisa.
6. Update Bylaws ~ Again, with other pressing tasks, and a small group to accomplish, the group decided to table this item. Thom will bring before the board in March.
7. Teacher Panel for Leadership Track at Spring Conference ~ Jessica asked for someone to find a group to sit on this panel, and to facilitate the session. Thom will take on this item.
8. Update Policies and Procedures ~ Tabled.
9. Organize/Clean out Storage Unit ~ Jessica shared that the unit continues to cost the organization money, and Mimi and Jo shared that it has not been accessed since the day the items were moved in (more than 5 years ago). The group felt that we could safely get rid of all items in the unit. Jo moved that we contact a company to haul away the items and destroy them. Jessica seconded. Motion passed.

Spring Conference

Jessi/Jo

Conference sessions have been confirmed. The committee worked on filling in areas of need. There are fewer presenters this year, but high quality choices. The group discussed that the presenter stipend fee may be keeping people from sending in RFP's, and we may want to consider increasing the stipend next year. Vendors still need to be selected and brochure completed. Anticipate that Early Bird Registration will open before 1/31/16.

Lisa Strout will be running a pre-conference day based on her dissertation. All proceeds, above and beyond the cost of food (\$27.95/person), will go to NHAEYC. The group discussed having other tracks that day, but decided we do not have the man power to support that at this time. The next Spring Conference Meeting is at Panera in Concord on 1/12/16.

Being mindful of the additional monies set aside for paid services (Meredith from Knock Knock Social) to support Spring Conference, Mimi asked about the amount of time Meredith has already put in, and what we would like to have her concentrate on prior to the April event. Jessi will reach out to Meredith about how she can best support the committee, and where to focus her time, and thus the use of NHAEYC funds.

Professional Development Committee

Lisa (via email)

The committee projected income to be \$6,700; expenses \$5,750; with a profit for the year of \$950. Currently, income is at \$4788.23; expenses at \$3094.45; with a profit of \$1693.78 (bringing in **\$743.78** more than projected thus far-woo hoo!).

So far no one has stepped up to fill this vacancy on the board/our committee. I am thinking we should request the nominating committee (or one of us) to place a note to be placed in the upcoming newsletter seeking interested members to join us. **Thom expressed interest in this during the meeting, and will f/u with Lisa.**

The Infant and Toddler series was low this year. The decision to open up the sessions increased registration numbers and the series ended up making a small profit. In the original online registration system, there were 29 individuals registered (21 individuals for the full series \$3675; 2 signed up for one session \$110; and 4 signed up for two sessions \$440; 2 signed up for three sessions \$330). The registration series was then opened in Eventbrite and one additional registration was sold for \$98.23. The 2015-2016 budget proposed in August had an income line of \$2,200 and expense line of \$3,000 (*projected loss of \$800*). According to my math, the income line total was \$4,348.23 and the expense line was \$3,000 with a profit for the event of \$1,348.23.

Holly's Event: Registrations for this event was lower than expected; several factors can be alluded to this from late announcement of information to multiple training opportunities occurring at the same time. We had a total of 14 registrations (10 members, 4 future members) and the total registration income from eventbrite was \$460.00. The 2015-2016 budget listed income as \$1250 and no expenses. It was voted by the committee to increase the registration cost to include \$5 for pizza, salad, & beverages. Food expenses included \$70.57 (Constantly Pizza) and Coffee/Snacks \$23.88 (Walmart). Additionally, 30 books were purchased for the event (\$658.68). Eleven were sold and Holly was invoiced for the rest of the pre-purchased copies. Note, the unsold books are currently being stored in the NHAEYC office. Overall, this event fell short of the budgeted line item showing a profit of \$1250. Income from this event, thus far after food expenses is at \$365.55.

Next Steps: All book purchases have been invoiced. Once we receive final payments from the book sales, I will work with Mimi to determine the profit of the sold books and report out the final profit of the event.

Accreditation Event: Rivier agreed to host the event again this year. A quick save the date was sent in the October newsletter for the date of March 5, 2016 (we have a snow date of the 12th). Nancy Pynchon, director of our NAEYC Accredited center on campus is assisting again this year with the development of the event, and as such, the ED division and Landry ECC will partner for the event so that we can use the space for free. The budget supports a recruitment of 100 people to the event with a charge of \$25 per person (\$2,500); expenses are listed as \$2,000; with a profit of \$500.

Next Steps: We need to determine food, a focus for the event, as well as a keynote speaker, advertise, and get the registration system up and running. I have attached the catering guide if we decide to offer tea, lunch options, etc. (note, rates are listed for outside vendors, we get a discount). We had floated some ideas around from Carter/Curtis to having Holly come back. We could also outreach to some accredited centers and request they put in proposals for a half day or full day session. Thoughts?

Monthly calls w/ the board: For the moment this event is on hold but we hope to get this up and running once teleconference services have been secured through NHAEYC. Thom Lineham has volunteered to help get this going when we do secure the online service. Finances: We have an income line of \$750 in and \$750 out; with the two balancing themselves out. Next Steps: I spoke to Jessica Sugrue and the teleconference discussion is scheduled to be reviewed in January. At this point we have multiple ideas (training sessions & board members who have volunteered to present) ready to implement if the opportunity does arise this year.

Viability of NHAEYC

Jessica

Jessica shared her concerns with the group. Several board members have given their resignation since the retreat in August. With only a small group engaged and working to accomplish tasks on a daily basis, Jessica shared ideas about not only collaborating/partnering with other agencies (Every Child Matters, Child Care Aware of NH), but also how we will move forward with the new affiliate structure requirements. The group discussed speaking with VT and Maine AEYC to see how they are proceeding with the new requirements from NAEYC, to see if there is potential to align/work more closely with them.

The meeting adjourned at 8:01pm.