

**Northern Interior AEYC Board MEETING MINUTES**

**Date: February 18, 2017**

**Time 12:00 p.m.**

**604 Barnette Street**

**Meeting called to order: 12:03 p.m.**

Motion to approve begin

Made by: Robin                      Second by: Johnnie

(X) Approved                      Rejected

***Attendance:***

**AnneMarie Mattachione**

**Robin Temple**

**Johnnie Clark II**

**Mandi Hart**

**Patricia Jones**

**Riley Snow**

**Fawn Charles**

**Clare Greenblatt Dawson**

**Tracy Norris**

**Marcy McGraw**

**Jacy Cole**

**Kayla Clark**

***Visitors:***

**Kayla Bednarczyk**

**Linda Fetters**

Inspiration: Discussion around why we are here. Robin shared inspiration.

**Approval of Agenda:**

Motion to approve Agenda

made by: Tracy    Seconded: Johnnie

(X)Approved                      Rejected

Approval of Last Meeting's Minutes

Made by: AnneMarie    Seconded by: Johnnie

(X) Approved    Rejected

**Overview of Robert's Rules of Order-AnneMarie:**

AnneMarie distributed Roberts Rules 101 and briefed the board on use and implementation of Roberts Rules.

Motion to approve use of Roberts Rules

Made by: Claire    Seconded by: AnneMarie

(X) Approved    Rejected

**Standing Committee Reports:**

Conference Committee

Motion that the entire Board would serve as participants in the Conference Committee

Made by: Claire    Seconded: Tracy

(X) Approved    Rejected

Theme- Tabled until March

**Speakers:** tracks, RFP, schedule set

Chair- AnneMarie

Committee -Riley, Johnnie, Faith

**Donations:** Vendors (in West Gold)

Chair-Clarie

Committee-Riley, Tracy

**Fund Raiser-** (Baskets)

Chair- Claire

Committee-Marcy

**Book Fair &Vendor Tables**

Chair-Fawn

Committee Johnnie, Mandy

**Nominations-**

Chair-AnneMarie

Committee-Marcy, Claire

**Hospitality-**

Chair Tracy

Committee-Mandi, Tricia, Fawn, Claire

Awards –

Chair-Robin

Committee-Tricia

**Advertisement**

Chair Marcy

Committee-Tricia, Claire

**Outreach-**

Chair-Johnnie

Committee-Claire, AnneMarie

**Registration-**

Chair- Kayla

Committee-Marcy, Jacy, Ericka

Motion made to use the first hour of each Board meeting for conference planning.

Made by: Claire    Seconded by: Johnnie

Approved     Rejected

**Membership Committee -AnneMarie**

Annemarie attended a meeting with NAEYC coming up with a new membership structure January 21st. Changes to come, prices will increase. There will be more benefits. Membership recruitment plan. Branding plan to contact Fawn. They will take our logo and place it on a template. They will roll out changes beginning in June 2017. Customized pamphlet for each affiliate for recruitment will be distributed soon. Changes have been made to website. Rebranding and membership goals are projected

## Public Policy-Fawn

Fawn shared information brought back from Juneau. She reviewed hand outs and information on ROI. Fawn, Robin, and Rixa will all attend Power to Profession and spend two days focused on advocacy. Robin to send out a call in reminder for Board members who will call in for advocacy.

Motion to approve all finances for travel for Fawn and Robin to DC

made by: Claire    Seconded by: Jacy

Approved            (X) Rejected

## Conversation

Annemarie points out that travel to DC is less impactful than state level advocacy. Discussion around amount of funds being spent on travel. Kayla reinforces that yes, a lot of money is spent on travel each year and questions whether there is a more appropriate use of funds. Claire talks about next year having a discussion about sending one person or potentially having Rixa serve as a spokesperson for future DC travel.

Motion to amend- travel expenses will come from funds sent to NIAAEYC from NAEYC

made by: AnneMarie    Seconded by: Johnnie

(X) Approved        Rejected

Motion to table conversations around future travel arrangements

Made by: Johnnie        Seconded by: Tracy

Treasurer's Report, Audit Committee and Review 2017 budget

2017 Budget has not yet been written Kayla has never done a budget and needs assistance. Fawn suggests connecting Kayla with Anna. Fawn will get a job description and Kayla together.

Finance Committee-Kayla has no report

Fawn reads notes from conversation with Teo:

Concerns Teo: One person receives and records money. A person who deposits the money cannot sign a check. Teo also cites the yearly vs. monthly breakdown of salary is a point of concern. Teo will be asked to write the first draft of the contract. Once the contract is written Teo will give it to Fawn who will distribute the contract to the Board. The Board will review and vote on the content of the contract. Teo's budget for time on the board is 3000 for the year this should be no more than 150 hours. The 150 hour max. Adjustments to be made for next years contract based on this years.

Our system for banking is as follows:

- Record and receive-Kayla
- Signers must be two separate people Robin, Claire, Tracy
- Deposit- Fawn will pick up checks from Kayla and Deposit
- Mail- Tracy will pick up the mail, deliver all checks to Fawn

Goals for Teo's role:

- The budget of this position is budgeted for no more than \$3000.00
- No more than 150 hours
- Next years contract will be written based on hours worked this year
- Teo will write up his contract and get contract to Fawn
- Fawn will distribute contract to Board for approval
- Teo to attend March NIAAEYC contract

Facilities still owing for 2016 Conference:

- Little Nicki's – AnneMarie to follow up
- Fort Greely- Tracy to follow up
- State of Alaska – AnneMarie to follow up

Task Force Committee Reports

**Ad Policy/Procedure/ By-Laws** -Claire

Approve by-laws- this has been tabled until after Teo begins work

The red notes are financial pieces that need to be updated after Teo's hire. NIAAEYC will read niaaeyc. This small font is the affiliate brand and must be written in this way. ***Tabled for approval.***

**WOYC-Johnnie**

Johnnie does not know what is expected for this project. En'epuit childcare center is interested in participation. He will set a date with AnneMarie for discussion in a class.

**Nominating Committee**-AnneMarie No report

**Provider Appreciation**-Claire No report

**Fundraising/Donations**-Riley Lula Ro fundraiser at CTC. There is a need for a person to set up and tear down the event. Johnny and Fawn to host. Claire mentions the need to promote niaaeyc during this event. Robin and Claire will promote both national and local affiliates.

Sunrise Cares-Claire has sent out partnership request, but has not received feedback as of yet.

**Monthly Review of Strategic Plan**- Tracy will edit. ***Approval of Strategic Plan tabled***

**Old Business**

Update calendars, SEED- No new information for QRIS.

**New Business**

Fawn and Claire went to SEAAEYC and AAEYC where they discussed communication between the three affiliates. Increased communication, the new line item in budge, Joy from SE will draft up a statement in reference to DNO in hopes of receiving a blanked DNO from national. Membership conversation and brainstorming around promotion. Discussion around sharing benefit and registration from one village to another. Strengthening relationships between Native communities and affiliate partners.

A motion was called to adjourn 3:04 p.m.

Made by: Johnnie Secoded by: Jacy

Minutes written by: Tracy Norris