

niaaeyc
Board Meeting Minutes

June 8th, 2019
 @ Thread Office

FACILITATOR: Claire Greenblatt-Dawson: President

ATTENDEES: Tabitha, Robin, Riley, Jerri, Bryana, Mandi, Chanda, Taylor, Alfredo, Julie, Jessica, Pam,

Objectives: Introduction of new Executive Director Tabitha Crocker

DISCUSSION	ACTION & Assignment
<p>Call to order at 8:09 am Introductions Approval of Agenda: Motion to approve agenda: Bry and Chanda. Robin approved agenda. Approval of May minutes: Riley asked for postponement in order to add information. Approval at July 13th meeting.</p> <p><u>Review Action Items from Previous Meetings</u></p> <ul style="list-style-type: none"> ● ED in Juneau to be a part of updating Alaska Early Learning Guidelines. Will facilitate where and what is needed example: space to meet. The regional focus groups meet in August and September. ● <p><u>New Agenda Items</u></p> <ul style="list-style-type: none"> ● <u>Budget report:</u> Tabitha and Jessica will work together on the budget. Tabitha will be added to the budget contract. ● <u>Open new account at Mt. McKinley bank today after the meeting and get new checks and debit card.</u> ● <u>ED job duties</u> were discussed with possibilities of membership support, support for social media/website, payment/registration for conference, and provide tools, resources, ideas, and our vision as a board. ● <u>Board positions & committee reports:</u> Claire provided board members with a monthly report form. She asked that we, board members, turn in a monthly report to everyone in order for people to know what is happening with each committee. ● <u>Discussion about committees:</u> Sub-committees could be members or non-members. Consider branching committees in order for members to not be overwhelmed with assigned tasks. Re-vamp our emailing system. Not everything needs to go to everyone. ● <u>Board members emails:</u> updated every month. 	

- **Marketing & Branding:** Who will help with this committee?
Suggestion to have a Marketing Chair-Bry as offered to help.
Suggestion to have a social media chair/website chair.
- **Consider PR Committee:** Chair person to head committee. PR includes emails, marketing, schedule/planning, social media/newsletter maybe.
- **Fundraising/Donation Update:** No updates but discussed having a separate chair for fundraising and donation. Mandi & Claire-fundraising committee. Donations: Robin and Fawn were writing/sending out letters to various companies. Who will do it now? Claire has records/forms of what has been done in the past.
- **Director's Luncheon:** AnneMarie and Jerri have set the date for July 9th at 11:00. We need to set the location.
- **Conference:** Riley is reaching out, independently, to those who were mentioned in a conference planning meeting regarding workshops/presenters. The request for proposals forms are on the website for people to send in if interested.
- **Website Update:** Erika still needs support with website.
- **Membership Update:/Recruitment:** AnneMarie was not able to attend the meeting but she sent out an email to everyone regarding membership. Currently 266 members. Recommendation to increase membership by 5% over next year. AnneMarie is not planning to be the membership chair after this year.
- **Public Policy:** No updates per Robin.
- **Work Plan:** Claire and Tabitha will keep the plan updated. Members please give updates to them.
- **Conference Planning:** Organize the board to be more effective.
 1. Plan a mock schedule of conference, keynote speakers follow ups, RFP are out for presenters.
 2. Community of Learners: AnneMarie and Jerri will be working to weave the theme throughout the conference. Focusing on promoting and understanding temperaments in terms of our own, co-workers, and relationships with children.
 3. Mandi is in communication with Westmark. She will be asking about snacks in classroom during conference in order to save on time/transitions. She will also ask about a shuttle service to the parking garage and back for conference attendees. Maybe we can ask for a sponsor to support the \$5.00 parking fee per car. Chamber of Commerce?
 4. Thread/reimbursements/scholarships before and after conference.
 5. Creating a MOA with Thread will be discussed at next meeting. If we have one with Thread, we will then have two.

Ongoing Agenda Items

- Organization of board members regarding committees, tasks, etc.
- Conference
- Fundraising/Donations
- Public Policy
- Membership and recruitment updates
- Marketing/Branding
- Budget report
- Website/social media
- Workplan

Next Meeting:

- July 13th at Thread Office at 8:00 am (7:00am at Bagels N Brew for continuation of ED job duties. Anyone can attend.)

Adjournment: Motion to adjourn by Chanda. Second Julie and Bry.