

niaaeyc Board Meeting and New Member Orientation

January 4th, 2020

7am @ AnneMaries home: 839 5th Ave

Meeting called to order: 7:10 am

Attendance:

Claire
Riley
Emily
Jessica
Erika
Audrey
Jenn
Julie
Mandi
Marci
AnneMarie
Claire
Bry
Taylor
Alfredo

Visitor:

Pam

1. Introduction of Members and Positions
2. Version of Musical Chairs
3. Roberts Rule of Order Overview
4. Approval of Agenda
5. Approval of December Meeting Minutes
6. Board Membership: AnneMarie
7. Board Online Binders: send your bios to Bry & Erika.
8. Bylaws & Policy and Procedures: Claire- one edit on last page. Changing job description for admin assistant to executive director.

Motion to change terms for President.

Made by: Riley Seconded: Julie

(x)approved rejected

9. Review 2019 board self assessment: Claire, review and discussion of scores and comments.
10. Elevator Speech: Claire will draft one

Approval of Agenda: 1/4/19

Motion to approve Agenda made by: Audrey Seconded by: Julie
(x)Approved Rejected

Approval of Minutes: 12/14/19

Motion to approve Minutes made by: Julie Seconded by: Audrey
(x)Approved Rejected

Public Policy Notes: How do we support and train public policy position? Make this a two person team. One as lead and second as trainee. Recruit for this.

Mission Statement: Have someone read it at the beginning of each meeting and explain what it means to them.

Monthly Reports: Due by 2nd of each month. Write a blurb about any activity you did for the board, explain how it aligns with our mission statement, add a picture. Bry sent out link.

Kudos: add kudos to agenda and minutes for every meeting hereafter.

Role Call: Claire will send out message on GroupMe, rsvp to each meeting by liking/responding to her message.

Open Position: Keep an eye out for someone to fill Donation Chair.

Strategic Plan and Work Plan- review and edit

Working Lunch

1. Review of proposed 2020 budget (Jessica)- review and approve.

Approval of 2020 Budget:

Motion to approve made by: AnneMarie Seconded by: Julie
(x)approved rejected

2. Board chair run through -overview
3. GroupMe- read public policy on groupme before added, download app and then have a board member add you.

Conference Planning: September 25th and 26th

-Consider making a facebook event to open conference discussion to membership.

-All presenters need to be approved by SEED. Presenters also need to be approved for what classes they are teaching. Specialized teachers need their credentials approved. Kelly and Pam from SEED have more information and all the paperwork.

- Celebrating 35 years! Theme: *Learning from the past to shape the future*

-Consider giving presenters a free year of membership?

-Possible \$15,000 budget for speakers.

-Start planning two years out for presenters.

-Discuss 2021 theme in February- *A World of Early Learners?*

2020 Conference Committees/Positions:

- Conference Chair- AnneMarie, Claire and Riley (co-chairs)
- Registration/Payment- Jessica, Bry, Erika and Marcy
- Education: Riley, Marcy, Claire, Julie, AnneMarie (possibly Pam)
- Marketing/advertisement: Erika and Bry
- Donations- Marcy and everyone
- Annual Meeting Plan- Claire, AnneMarie, Robin and Riley
- Trainings/certificates- Bry and Claire
- Community of Learner Elements- Alfredo(lead), Claire, Bry, Jenn, Emily
- Environment/hospitality- Mandi(lead), Audrey, Julie, Emily, Jenn, Jessica

New Board Members:

- niaaeyc Student Representative (Emily Stallings)
- niaaeyc Membership Co-Chair (Jenn Reeves)
- niaaeyc Secretary (and new bank signer) (Audrey Floyd)

Board position Chairs:

- Membership (Jenn, Alfredo, AnneMarie[previous membership chair], Robin and Emily)
- Community engagement-event coordinator (Mandi, Marcy, Taylor)
- Website-branding (Erika (co-chair), Bry (co-chair), Jessica, Robin)
- Public policy (Presidents and Jenn as learner)
- History (Jessica, Riley, Bry, AnneMarie, Alfredo (chair), Marcy)
- Finance (Riley, Claire, Jessica, Robin & Audrey)
- WOYC (Jessica, Bry and Emily)
- Art show (Mandi (chair), Julie (co-chair) and AnneMarie)
- Fundraising (Marcy (chair) and board)

- Provider Appreciation (Audrey (chair), AnneMarie, Erika and Riley)
- Campaign for Grade Level Reading (Jessica, Julie)
- Branding/Logo apparel (Bry, Erika)
- Directors Lunches (AnneMarie (chair), Taylor (co-chair) and Jenn)

Don't Forget:

Each write a list of your partnerships so that we can consolidate them all.

Bry- make a photo release form for niaaeyc.

Claire make an Elevator Speech

Finish thank you cards.

Put donation list on board website- Bry and Erika

Make marketing kits- Bry

Each member bring 6 bottles of wine. Due before July 2020. Marcy will store all the wine.

Riley- talk to lawyer about liquor laws

Jessica- QuickBooks in-kind online tracking

Marcy- Send out in-tracking guide

Riley & Mandi- go to storage unit with FAEYC materials

Bry- make an announcement for conference dates

Next Meeting- February 8th, 7 am @CTC

Before next meeting: each conference lead make a work plan for your committee. Send it to AnneMarie by Sunday, February 12th.

Adjourned 12:40

Motion made by: Riley Seconded by: Julie

(x)approved rejected

Minutes submitted by: Audrey Floyd