

IHSA BOARD MEETING July 19, 2023

Members Present: Julie Lang, Sharon Burke, Alyssa Caldbeck, Meghan Judisch, Matthew LeClere, Cindy Davis, Gina Randall, Taylor Lynch, Kim Puetz, Danni Segebart, Denise Tapscott

Ad Hoc Members Present: Lori Ferris, Monica Garner, Cathy Schwackhammer, Katherine Harrington

Guests: None

Members Absent: Dr. Robert Welch

Public Forum: No one in attendance

The meeting was called to order by at 10:03 a.m. by Julie Lang. The mission read by Taylor Lynch.

| Agenda Items | Agenda Item | Discussion/Action Taken/Task Assignment |
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| Approval of Agenda | | Matthew LeClere moved to approve the agenda. Cindy Davis seconded it. Motion carried. |
| Approval of Minutes | | Sharon Burke moved to approve the May minutes. Meghan Judisch seconded. Motion carried. |
| Treasurer's Report | Fiscal Report | The Fiscal committee reviewed the reports prior to the meeting. Matthew LeClere moved to accept the fiscal report. Kim Puetz seconded it. Motion carried. |
| | Purchase request | Lori Ferris proposed the organization purchase a projector for use at meetings and trainings. Lori researched and made a recommendation to purchase a NEC NP-M311W Projector. Total cost will be around or below \$1000 with additional cables. |
| Strategic Plan | | The Strategic Plan process was reviewed and discussed how to move it into a 5 year plan. Monica Garner led us through the SWAT analysis process to identify our 5 year goals. It was decided to identify the strategies/actions in our committee work and Monica Garner and Lori Ferris will compile the final document. The board will review the Strategic Plan at the next IHSA meeting for final approval. |
| Executive Director Report | | See Director's Report in board packet. |
| Committee Reports | Education Committee | The professional development plan was shared. Lori Ferris shared the 22-23 Training Income & Expense report. |
| | Annual Meeting Planning | The annual meeting/networking event will be held on November 3 rd from 9-3:30 at the Merle Hay Holiday Inn. The committee is exploring speakers and finalizing networking sessions and discussion topics. Four agencies are signed up for partner tables and three sponsors have committed. KidKare is providing a selfie station. It was decided to hire 2 photographers to do professional headshots. Alyssa Caldwell is confirming with photographers. |
| | Marketing | The committee is working on the spring conference, t-shirt design was shared and will be sold at IAEYC fall institute and IHSA Networking and Annual Meeting, 3 sponsors have committed-2 gold and 1 bronze, IHSA video is on Facebook & Website, Lori Ferris submitted an article to the Sand Box, creating an event calendar. |
| | Statewide Service Committee | ICAA: Katherine reported that the ICAA conference will take place next week in West Des Moines and will include a poverty simulation. Would like to partner with additional organizations/agencies to host poverty simulations as part of their advocacy work. Due to the state government reorganization Community Action has moved to HHS. Katherine encouraged participation in focus group discussions. ICAA is hosting an Advocacy Academy on Sept. 12 & 13 in Urbandale. HSSCO: See Monica's report in packet T/TA: Cathy Swakhamer announced the hiring of Dana Moses as a Lead T/TA Specialist. T/TA plans have been approved and working with the National Centers to provide training at Regional Conferences. Home-based Institute was held in May. Motivational Interviewing will be provided as a pre-conference day training, and partnering with state associations to offer CLASS training and QSET. Region VII Head Start Association: No report |

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| | | NHSA: Concerns regarding federal funding cuts. Encouraged participation in NHSA advocacy alerts using home address for contact information. |
| Old Business | By-laws approval Annual Meeting | The proposed By-Laws and Board Minutes were posted on the website for public access with no comments. Denise Tapscott moved to accept the By-laws as proposed. Danni Segebart seconded. Motion carried. Discussion was held in regards to term requirements and eligibility. Discussion was held on amending the by-laws to adapt board terms for members finishing prior terms. Action was tabled for today. The Executive Committee will propose language and bring an amendment to the by-laws to the Sept. meeting for a final vote. See Committee report. Will be held at the Networking Conference on Nov. 3 rd . Lori Ferris is working to compile the annual report to present at the Annual Meeting. |
| New Business | Board Evaluations Budget FY24 Board Officers Elections IHSA Parent Position Short-term CD Administrative Contract | 11 responses were recorded. Results were reviewed at the meeting. Lori Ferris reviewed the proposed FY24 budget report. Matthew LeClere moved to accept the FY24 budget. Sharon Burke seconded it. Motion carried. The Secretary term is ending in October. Election will be held at the September meeting. By-laws state that after 2 missed meetings, the board may replace any elected representative. Gina Randall would like to continue serving in this capacity. After consulting with a Loan Officer, Lori Ferris recommended IHSA invest \$50,000 in a seven month CD with a 4.55% interest rate. Matthew LeClere moved to invest \$50,000 in a 7 month CD. Taylor seconded it. Motion carried. The Fiscal Committee proposed to increase the ED's contract by an additional 5 hours (25 hours to 30 hours/wk) to reflect a more accurate portrayal of time spent. Matthew LeClere moved to approve the Administrative Contract with Lori Ferris's position increasing by 5 hours/wk – 20 hours per month, effective July 2023. Kim Puetz seconded it. Discussion was held regarding where the additional funding for the increase was coming. It was noted that projected sponsorships will cover the additional cost but the Board wished to note that the increase will create a budget deficit in the absence of additional revenue. By unanimous consent, Matt offered an amendment to original motion. Matthew LeClere amended the motion to include that the board understands that the increased Administrative Contract will create a budget deficit and will be pulled from surplus as needed. Kim Puetz seconded the amended motion. Motion carried. |
| Agency Messages | Agency messages | Annual Meeting-Save the Date and upcoming PD/Networking, updated website, job postings, event registration options |
| Next Meeting | | September 27, 2023 (10 AM-3 PM in-person with virtual option) |
| FY24 Meeting Dates | | Discussed requiring some meetings being in-person only, but it was decided to continue with virtual options to provide access to all. Danni Segebart moved to accept the FY24 board meeting schedule. Alyssa Caldbeck seconded it. Motion carried. |
| Adjourn | | Alyssa Caldbeck moved to adjourn the meeting. Sharon Burke seconded it. Motion carried. The meeting was adjourned at 2:47 p.m. |

Submitted by Denise Tapscott, IHSA Secretary, on 7/21/23.
Approved by IHSA Board of Directors 9/27/23