

IHSA BOARD MEETINGd
September 27, 2023

Members Present: Julie Lang, Sharon Burke, Alyssa Caldbeck, Meghan Judisch, Matthew LeClere, Cindy Davis, Taylor Lynch, Danni Segebart, Denise Tapscott,
Members present for partial meeting - Dr. Robert Welch, Kim Puetz and Gina Randall.

Ad Hoc Members Present: Lori Ferris, Cathy Schwackhamer, Monica Garner

Guests: None

Public Forum: No one in attendance

The meeting was called to order by at 10:04 a.m. by Julie Lang. The mission read by Alyssa Caldbeck.

Agenda Items	Agenda Item	Discussion/Action Taken/Task Assignment
Approval of Agenda		Additions to agenda: added bills under the fiscal report. Danni Segebart moved to approve the agenda with the additions. Alyssa Caldbeck seconded. Motion carried.
Approval of Minutes		Matthew LeClere moved to approve the minutes. Meghan Judisch seconded. Motion carried.
Treasurer's Report	Fiscal Report	The Finance committee reviewed the reports prior to the meeting. Matthew LeClere moved to accept the fiscal report. Danni Segebart seconded it. Motion carried.
	Bills	Lori Ferris shared there will be upcoming expenses including October Cultural Competency costs and November 3 rd Annual Meeting costs. September expenses included the Teachstone invoice for CLASS training and today's lunch invoice from Benigans. A motion to pay the bills was made by Matthew LeClere. Dr. Robert Welch seconded. Motion carried.
Strategic Plan	Strategic Plan Update	Lori Ferris reviewed the Strategic Plan with recommendations proposed by the various IHSA committees for objectives and actions/strategies. Lori Ferris will update the ongoing progress and the strategic plan will be reviewed at each IHSA Board meeting. Discussion was held on attaching timelines to specific items. Cindy Davis moved to approve the Strategic Plan with the objectives and actions/strategies as stated. Taylor Lynch seconded. Motion carried.
Executive Director Report	Sponsorship Plan-Revision	See Director's Report in packet. Lori Ferris proposed revising the Sponsorship plan to remove complimentary tables at in-person trainings and consider removing Program Director Networkings based on recommendations from the NHSA State Association event she attended. Discussion was held on incentives for sponsorships. Matthew LeClere proposed asking Program Directors about sponsor presentations at virtual Director and/or component area networkings. Based on feedback, Lori Ferris will remove the in-person trainings, leave access to Program Directors with consent, and add the spring awards event as benefits.
	Annual Meeting	Matthew LeClere has volunteered to assist with networking set-up and technology trouble shooting.
Committee Reports	Education Committee	The professional development plan was shared. Lori Ferris proposed changing the Feb. 7 th networking from a fiscal/HR networking to a professional development networking. The board agreed. An IPower presentation was proposed by Lori Ferris. Going forward, an annual spring conference will honor IHSA award winners. The 2024 Spring Conference will host Tweety Yates on April 2nd and Networking, awards and an afternoon keynote speaker will be on April 3rd. The hotel has been reserved for this event.

	<p>Annual Meeting Planning</p> <p>Marketing</p> <p>Statewide Service Committee</p>	<p>The annual meeting/networking event will be held on November 3rd from 9-330 at the Merle Hay Holiday Inn. Award recipients will be recognized by Julie Lang. Lunches will be provided for the award winners and a guest. The planning committee is finalizing networking sessions.</p> <p>Pushing out the newsletter with input from the Marketing committee, door prizes will be given at the Annual Meeting with an incentive game to promote vendors/sponsors. T-shirt sales will be taking place on-site at the IAEYC fall institute and annual meeting. Will explore sales options with excess t-shirt inventory.</p> <p>ICAA: Cindy Davis reported proposed changes to the Governor's Alignment Bill with a request to eliminate a board with voice on Community Action. Advocacy training was very good and well attended. Mary Ready has resigned her position.</p> <p>HSSCO: See Monica's report in packet. Monica's work will support the new HSSCO priorities.</p> <p>T/TA: Full attendance for CLASS training of 34. Jenni Burrows is our new grant manager. Several transitions with T/TA; Cathy Swackhammer and Michael Thordsen are retiring in Dec.</p> <p>Region VII Head Start Association: Preparing for the Caucus, request for Sand Box articles.</p> <p>NHSA: Changes to parent representation on the national board to allow parents to serve after their child has transitioned out of Head Start and has adopted a 6 year term limit.</p>
<p>Old Business</p>	<p>By-laws approval</p> <p>Budget FY24</p>	<p>Reviewed the proposed change to clarify the terms for board members filling board vacancies to clarify term limits. Matthew LeClere moved to accept the proposed changes to the by-laws. Sharon Burke seconded. Motion carried.</p> <p>Lori Ferris reviewed the budget for FY24 and noted that CLASS expenses and revenue in FY23 with event in FY24 and T-shirts costs are being paid in the current fiscal year, with revenue received in FY24. WIFLI accountant recommended our budget balance should be equal to one year's operating costs. Discussion was held on having a formal audit. It was decided in past years not to have an audit based on IAEYC's recommendation, but is at the discretion of the board. Lori Ferris noted more transparency is being provided, and all fiscal information is available to board members. Danni Segebart moved to accept the budget FY24. Matthew LeClere seconded it. Cindy Davis made an amendment to the motion to include a quote for an auditor to improve transparency and follow best practice. Matthew LeClere seconded. Discussion was held to tie the audit quote to the budget. Motion failed. The original motion was voted on. Motion carried. As an action of the board, the board is asking Lori Ferris to gather three quotes for an audit to bring to the next board meeting.</p>
<p>New Business</p>	<p>Board Officers Elections</p> <p>Advocacy Plan</p>	<p>Denise Tapscott's term as Board Secretary will end Oct. 1. Taylor Lynch has agreed to serve in this role. Sharon Burke moved to accept Taylor Lynch as Board Secretary. Meghan Judisch seconded. Motion carried.</p> <p>IHSA has a contract with ICAA for advocacy. ICAA's contracted advocacy group, Eide Walton, has offered to come to the November Board Meeting to discuss process and answer questions. Discussion</p>

	<p>Membership Rates – Affiliates</p> <p>Board President succession plan</p> <p>Committee Representation – CDCC for Shared Visions</p> <p>Strategic Plan – ED benefits</p>	<p>on Child Care Assistance Funds that are available, auto eligibility for HS families for Wrap-Around funding, automatic childcare licensing for Head Start programs and the full-day weighted preschool push for school districts. The board discussed hosting a Day on the Hill and possible collaboration with ICAA. March 7th was proposed as HS’s Day on the Hill, the day following ECI’s advocacy day. Lori Ferris will meet with Katherine and report back at the next meeting.</p> <p>Lori Ferris proposed restructuring the Affiliate Membership rates and benefits based off of other state associations’ structures. It was proposed to add a disclaimer to the application that parent information will be disclosed. The board decided that sponsors should not be required to be affiliate members. Matthew LeClere moved to accept the proposed Affiliate Membership structure. Taylor Lynch seconded. Motion carried.</p> <p>Due to Julie Lang’s Head Start retirement in December, appointments (as designated by IHSA by-laws) are needed for the Board president and board member positions. Sharon Burke agreed to finish out the board president term. Danni Segebart moved to appointment Sharon Burke as Board President. Alyssa Caldbeck seconded. Motion carried. Tanya Weber will be asked to complete Julie Lang’s term on the board.</p> <p>Per code, IHSA is required to have a committee representative on Shared Visions. Sharon Burke will be replacing Julie Lang as the IHSA rep. Monica Garner will remind them that HS representatives are not voting members.</p> <p>The Finance Committee is recommending increasing the ED position to include benefits based on the accomplishments of the ED since March 1 to increase revenue and move the IHSA strategic plan forward. Matthew LeClere proposed using some of the budget surplus to add IPERS to the ED salary effective January 1 and move to a full-time position at the 1 year anniversary in March. Cindy Davis questioned whether the ED was eligible for IPERS. Discussion was held on contracting with Central Iowa Detention to serve as an employer of record to provide IPERS eligibility. The Board will invite Tony Webb, ED of Central Iowa Detention, to speak to the board at the November meeting about their services and the true cost of benefits.</p>
Agency Messages	Agency messages	Annual Meeting-Save the Date and upcoming PD/Networking, updated website, job postings, event registration options, promotion for committee representation from program staff.
Next Meeting		November 15, 2023 (9 AM-12 PM Virtual)
Adjourn		Julie Lang adjourned the meeting at 1:57 PM.

Submitted by Denise Tapscott, IHSA Secretary, on 9/28/23.