



## Executive Committee Meeting September 19, 2013

Present: Bob Ashley, Linzie Atkins, Ilene Britt, Bill Bryant, Karen O'Mansky, Barbara VanDewoestine

Absent/excused: None

Staff: Laura Benson, Krissy Dunn, Sandra Roberts

The meeting was called to order at 11:03am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<p><b>Consent Agenda</b>            -Approval of 06/20/13 minutes            -Spending forms (Smart Start, NCPK, EHS)            -EHS Monthly Report and Information Memorandum</p>	<p>-No Modifications</p>	<p><b>It was moved to approve the consent agenda.</b></p> <p>Motion: Bob Ashley            Second: Barbara VanDewoestine</p> <p>Not voting due to conflict of interest:            None</p>	<p><b>Motion carried</b></p>
<p><b>Allocations Committee Report</b>            -Reduction in Smart Start Funding</p>	<p>Barbara reviewed the impact of the reduction in Smart Start funding for FY 13-14. The recommendation from Allocations that was approved by the board at its August meeting empowered staff to apply the methodology to calculate the final allocations to funded partners. Although a 2.65% cut was anticipated, the new reduction figure from NCPK is only 2%. While this is favorable over 2.65%, some funded partners will sustain a larger percentage cut than they had predicted (due to holding scholarship funding constant and applying the cut to the other activities) and consequently some have cut position hours. At least 1 FTE was lost. The final meetings with funded partners have been completed. A challenge in our allocations process is that some of our partners also absorb cuts from other funders, but those cuts are beyond our purview. It makes us pose the question: at what point do we evaluate the agencies we fund to see what kind of impact our cuts are having in light of other cuts? Is there a point at which an activity is no longer sustainable with the level of Smart Start funding available? It was noted that the evaluation process must inform future allocations.</p>		
<p><b>NC Pre-K School Readiness Report</b></p>	<p>Ilene reported that we have received "expansion" funds that will serve at least 32 additional children this year, above our 420 "regular" slots. The committee</p>		

<p>-Pre-K Expansion slot allocation -Expanded School Readiness Committee</p>	<p>will determine at its next meeting which sites will receive those slots.</p> <p>The expanded School Readiness committee will begin to meet every 4-6 weeks in order to convene a unified community conversation about pre-k needs in Durham. This is in response to the Board of County Commissioners and School Board assigning the Partnership to this task, at their last joint meeting (April). New committee members include child care providers, NCCU, county government, and business representatives.</p> <p>Durham Public Schools has created a new position: Director of Early Education, which covers pre-k through 2<sup>nd</sup> grade. Sue Cotterman has been hired, and she will report to Teresa Daye, a new member of our board.</p>		
<p><b>Finance and Audit Committee Report</b> -State Audit Report and NCPC Monitoring report -Banking Services Analysis -FY 13-14 Internal Operating Budget</p>	<p>-Karen stated that both the State Audit report and the NCPC monitoring reports were received, with no findings. The State Audit report included a letter to the Board Chair with a recommendation that the Partnership consider requesting a second opinion regarding the Executive Director’s eligibility to have a portion of her compensation classified as a clergy housing allowance. It was advised that this matter be taken to the Finance Committee.</p> <p>-The finance committee discussed the need to analyze our bank accounts relative to service fees. That will be done prior to requesting proposals from financial institutions for placing the operating reserve into CD’s.</p> <p>-The FY 13-14 Internal Operating Budget was presented as a motion from the Finance Committee. Karen explained the revenue calculations that include a fund development goal of \$50,000 from private contributions and \$50,000 from grants. It was also noted that approximately \$94,500 would be used from unrestricted reserves. The expense lines were also detailed.</p>	<p><b>It was moved to accept the FY 13-14 Internal Operating Budget as presented.</b></p> <p>Motion: Finance Committee</p> <p>Second: Linzie Atkins</p> <p>Not voting due to conflict of interest: None</p>	<p><b>Motion carried</b></p>
<p><b>Strategic Planning Update: Goals and Action Plans</b></p>	<p>Linzie presented a Strategic Planning update. The board approved the mission and vision statement and gave the task force the green light to pursue the three critical issues. The next step is to determine how committees will be involved in creating more specific, measurable goals in response to each critical issue. We will not meet the initial target of completing the plan before the Annual Meeting. We have the opportunity to determine if our committee structure aligns with</p>		

	<p>executing the strategic plan. The strategic planning task force will now turn the issues over to specific committees charged with those areas for the goal-setting process. Several ideas were discussed, including: adding a forward-looking planning component to the Evaluation Committee role; adding a Governance Committee to oversee how well the board is functioning; and establishing priorities for community needs assessments in order to be ready for new funding opportunities. Regarding data and needs analyses, it was suggested that our annual PBIS data and evaluation metrics be studied by a larger team of board and committee members in order to guide future direction, perhaps with assistance from the new Evaluation Director at NCPC.</p>		
<p><b>Nominations Report</b></p>	<p>Bill presented the nominations report and a slate of officers, all who have agreed to serve if elected. Linzie Atkins-chair; Daniel Robinson-vice chair; Karen O'Mansky-Treasurer; Ilene Britt-Secretary. Brenda Berlin and Leigh Bordley will be nominated for re-election to a second three-year term. At-large member to be nominated to the Board is Joy Sotolongo. Ann Oshel has been unable to fulfill her board duties due to demands on her schedule. This mandated position (mental health) will need a new designee. Future board development needs were discussed.</p>	<p><b>Motion to approve the slate of officers, the nomination of Joy Sotolongo, and the re-election to a second term of Brenda Berlin and Leigh Bordley.</b>  Motion: Bob Ashley  Second: Barbara VanDewoestine  Not voting due to conflict of interest:  None</p>	<p><b>Motion carried</b></p>
<p><b>Community Awareness Report</b>  -Strategic meeting with Durham-based Governor's staff  -Communications Manager Position  -Bus Tour, Book Fair, Fox 50 Family Fest, Chipotle Fundraising</p>	<p>-The next bus tour is September 25; 30 people have already RSVPed. This is It was suggested that we add Katie Crowe, the new pastor at Trinity Avenue Presbyterian to the invitation list.  -There will be a Book Fair on September 27 at Barnes and Noble. We get a portion of proceeds in the form of a gift card for us to purchase more books.  - Fox 50 Family Fest is October 6 from 12-3pm. Volunteers are still needed.  -A Chipotle Fundraiser will be on November 9; we'll get 50% of the proceeds.  -Melanie Busbee resigned effective Sept. 12. The Communications Manager position is posted, with 10 applicants so far. Interviews will begin on September 26. We're currently contracting with Melanie for a scope of work related to the annual report and annual meeting deliverables.  -Bob led a discussion about new statewide elected leaders with Durham connections that we should engage in the Partnership's work. Several local leaders we know may be in a position to make introductions on our behalf.</p>		

<p><b>ED Report</b></p> <ul style="list-style-type: none"> <li>-Annual Meeting update</li> <li>-Staff Retreat</li> <li>-Data-sharing meeting proposal</li> <li>-Board orientation and Board meeting presentation schedule</li> </ul>	<p>-Laura reported on Annual Meeting progress, to be held Oct. 17 at the NC Biotech Center. 70 people have RSVP'd. The meeting will include a stand-up breakfast reception, a data walk on aspects of the Partnership and the impact of investing early, and keynote speaker Dr. Judy Cameron. There will also be a short video featuring "success story" Delecia Utley, one of Cheryl Brown's students in 2001. She is now an outstanding high school senior at Hillside. Community Builder awards will be given to Utley, Bill Bryant, and Mayor Bell.</p> <p>-The staff retreat will be held Oct. 25th. The Leaders Collaborative facilitator will also lead this retreat, because she will bridge the Appreciative Leadership skills that Laura is learning with the staff here. The Leaders Collaborative grant will help offset the facilitator's fee for the staff retreat.</p> <p>-The data-sharing meeting was discussed earlier in the meeting.</p> <p>-Laura reminded the committee that an October 24<sup>th</sup> Board Reception and Election of Officers meeting has been added to the schedule. Each board meeting has a program presentation focus. The committee agreed that this will be an effective way to encourage more learning and discussion.</p> <p>-Laura reported on the submission of a letter of interest for a Kellogg Grant, just announced recently, and due on Monday. It is a multi-year \$500,000 grant for family engagement. We are proposing an EDCI focused Family Engagement Plan to include a full-time home-visitor bilingual staff member. A small portion of the grant would support DPfC to do more targeted Transition to Kindergarten work in the zone with YE Smith and Maureen Joy.</p> <p>-The EHS Annual Report is printed and will be distributed.</p> <p>-Winnie Morgan has contracted with NCPC to help plan Faith Summits around the state. We are invited to attend the summit in Burlington.</p> <p>-The NCPC president, Stephanie Fanjul, submitted her resignation without an official end date determined. She sent a special message to Executive Directors on Friday and called all of them on Monday afternoon for a phone conference. Susan Perry Manning has also tendered her resignation and Stephanie's first order of business is to fill her vacant position. There will be a national search.</p> <p>-NCPC will have a new board starting on November 1st. The Chair of the Board will be Dr. Nancy Brown.</p>		
<p><b>Adjournment</b></p>	<p>-Next Executive Committee Meeting, December 19<sup>th</sup>, 11am-1pm; Next Full Board Meeting, October 24<sup>th</sup>, 4:00pm for elections and reception; Full Board Meeting on November 21<sup>st</sup>, 3:00-5:00pm</p>	<p><b>It was moved to adjourn at 1:05pm.</b></p>	<p><b>Motion carried</b></p>