



**Executive Committee Meeting  
April 30, 2015**

Present: Bob Ashley, Linzie Atkins, Ilene Britt, Teresa Daye, Joy Sotolongo, Karen O'Mansky

Absent/excused: Cathy Collie Staff: Laura Benson, Davida Major

The meeting was called to order at 11:10 am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<b>Announcements</b>	Joy expressed her enjoyment of participating in Kindergarten registration week. More than 60 volunteers were engaged, for 140 hours of service, at 13 locations around the community for 7 days.		
<b>Consent Agenda</b>	<ul style="list-style-type: none"> <li>- 03/24/15 meeting minutes</li> <li>-Spending analyses March</li> <li>-2015 (DEHS spending – February and March)</li> <li>-DEHS Monthly Report</li> <li>-DEHS credit card expenditures (February)</li> <li>-Information Memorandum</li> </ul>	<p><b>It was moved to approve the consent agenda.</b></p> <p>Motion: Karen O'Mansky Second: Joy Sotolongo Not voting due to conflict of interest: None</p>	<b>Motion carried</b>
<b>Agenda Modifications</b>	NONE		
<b>20<sup>th</sup> Anniversary Event</b> -Debrief and event results	Laura reported that the final numbers are still being collated for the 20 <sup>th</sup> Anniversary gala. The final catering bill is needed to finalize the expenses. Sponsorships covered the cost of the venue and the rental items, and Laura estimates a profit of \$10,000. The staff debriefed, highlighting the positives and ways to improve the event. Committee members expressed their overall enjoyment of the event. Committee members who attended the event noted that they specifically enjoyed the program length (not too long or too short), venue, ability to circulate with a lot of interaction. While the event was a success, some committee members expressed concern about table arrangements, auction chairs not being in a prominent place, and some lack of clarity at times about where to go.		
<b>Treasurer's Report</b> -3 <sup>rd</sup> Quarter Budget to Actuals	-Karen O'Mansky presented the report. She noted that the only revenue item being adjusted is the <i>Race to the Top- Early Learning Challenge</i> grant in which the grant period straddles two fiscal years. On the expense side, personnel expenses will be lower due to staff vacancies this year. -Overall the budget is in line with forecasts. 20 <sup>th</sup> Anniversary revenue and expenses are not included in the budget.	<p><b>Motion from Finance Committee to approve the 3<sup>rd</sup> Quarter budget to actual report.</b></p> <p>Second: Ilene Britt</p> <p>Not voting due to conflict of interest: None</p>	<b>Motion carried</b>

<p><b>Allocations Committee Report</b></p> <ul style="list-style-type: none"> <li>-Annual Submission of Activities</li> <li>-Committee process and Timeline</li> <li>-Scholarship Funding Levels</li> </ul>	<p>-Laura presented the Annual Submission of Activities on behalf of the Allocations Committee. Every year NCPC requires DPfC to submit a list of activities that Smart Start funds will support in order to ensure eligibility and alignment with program requirements. The activities presented are the same as last year, although funding levels have not yet been determined. No new providers applied for FY 15-17 funding. Discussion included how the activities align with DPfC strategic plan and program priorities. The rating tool was amended this year to include points for addressing one or more of the priorities.</p> <p>-A meeting with Ann Spence from NCPC will be held as part of a new quality assurance process. The review will include how strategic planning guides decisions and how evidence-based and evidence-informed programs are responding to community need.</p>	<p><b>Motion from Allocations Committee to approve the Annual Submission of Activities.</b></p> <p>Second: Joy Sotolongo</p> <p>Not voting due to conflict of interest: None</p>	<p><b>Motion carried</b></p>
<p><b>Board Engagement and Structure</b></p> <ul style="list-style-type: none"> <li>-Board Retreat Action Items and Data Workshop</li> <li>-Board Composition Proposal-NCPC</li> <li>-Board Development</li> </ul>	<p>-The committee discussed the board engagement strategies agreed on at the fall retreat. Teresa prompted discussion about the expectation for “100% board giving toward a targeted amount for a specific purpose.” She encouraged the board to review that standard, taking into consideration mandated positions on the board. Laura explained that board members are encouraged to make a personal gift meaningful to them. This standard does not set the expected amount as some nonprofit boards do. Linzie further explained that the idea is to illustrate that all board members are vested in the organization, which is often required by funders to whom we apply for grants.</p> <p>-The committee discussed creating an ad-hoc group to discuss board engagement and board strategies. It was suggested that once our board procedures/strategies have been determined it will be important to communicate to the agencies with designees, so that they can change their practices for appointing/selection process for who the designee will be based on that person’s ability to meet the expectations.</p> <p>- Laura presented an NCPC draft document with two options for Board composition currently under consideration by the NCPC board. The goal is to strengthen a Partnership’s governance and to increase its effectiveness to raise private funds. Option 2, which reduces the size of the board, and offers more flexibility in how each sector of the community is represented, is preferable. This will be revisited this year, as it will likely be approved by NCPC. With several openings on our board due to attrition, this may be a well-timed opportunity to consider this new option.</p>		
<p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>-Early Head Start- Child Care Partnership</li> <li>-Pending Funding Proposals</li> <li>-Human Resources Consultation</li> </ul>	<p>- Laura discussed the new EHS-CC Partnership grant award, with funding date of March 1, to serve 64 additional children. Two partners have been identified; additional applications from centers are being reviewed and scored as part of an RFP process. We are encouraging and cultivating centers that can perform well and that are located in areas that are accessible for children who will benefit from EHS services.</p> <p>-The gap in funding between a 6-hour and 10-hour child care day was discussed. Conversations with three private funders have been held, to consider funding the \$280,000/year gap. We are also in discussion with DSS regarding subsidy to braid with EHS funds.</p> <p><b>Funding proposals:</b></p> <p>-The initial Oak Foundation grant for the Touchpoints collaborative is coming to a close. We have received permission to resubmit for additional \$300k for three years. There is identified need for more training components (family connections, cultural competence and racial equity, and poverty and toxic stress) and a high demand for additional</p>		

	<p>Touchpoints training. We have proposed the creation of an "Early Childhood Training Institute" to satisfy the need.</p> <p>-United Way has changed its funding strategy and is accepting only collaborative proposals that will measure collective impact, with school readiness as a major goal. DPfC participated in three collaborative applications. DELTA (Durham Early Learning Two-Generation Alliance) is a joint proposal with current Smart Start partners who are also United Way partner agencies, to target services to the Glenn and Merrick Moore elementary school attendance zones. DPfC also participated in the EDCI proposal (for TTK and Touchpoints), and the Ending Family Homelessness proposal (for early childhood consultation). Decisions will be announced in May.</p> <p>-A capacity building grant (\$15,000) for a new website was submitted to Triangle Community Foundation. This will address two strategic plan critical issues: facilitating targeted communication and building fund development sophistication.</p> <p>- Mike Womble from Carolina Human Resources has been engaged to do a salary compensation study, as well as review the personnel policies and manual. Job descriptions will also be revised and tied to new a performance evaluation tool. A graduate student group from the UNC's School of Government completed a project and presented a final report on our on-boarding and institutional knowledge transfer processes.</p>		
<b>Other Business</b>	-Laura distributed a committee survey from our Fuqua on Board project regarding the strategic alignment of committees to our organizational needs, governance, and goals.		
<b>Adjournment</b>	-The meeting was adjourned at 1:12pm	<b>It was moved to adjourn the meeting at 1:12 pm.</b>	<b>Motion carried</b>

**UPCOMING DATES:**

- Bus Tour, May 20, 2015: 8:30am-11:30am
- Next Full Board Meeting, May 21, 2015: 3:00-5:00pm
- Partner Appreciation Breakfast: June 19, 2015: 8:30-10:30am