



**Executive Committee Meeting Minutes  
February 18, 2016**

Present: Bob Ashley, Ilene Britt, Cathy Collie, Karen O'Mansky, Joy Sotolongo  
 Absent/excused: Linzie Atkins  
 Non-Voting Members: Sebastian Abud, Rebecca Morgan (Fuqua on Board)  
 Staff: Laura Benson excused.

The meeting was called to order at 3:04pm with a quorum. Karen O'Mansky chaired the meeting.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>Announcements</b>	Karen reported that Laura is on vacation this week. Fuqua on Board students, Rebecca Morgan and Sebastian Abud, were welcomed to the meeting. Introductions were done all around. Everyone l congratulated Ilene on her retirement.		
<b>Consent Agenda</b> -Executive Committee minutes (prior meetings) -January spending analyses -DEHS Monthly Reports (January and February) -DEHS Credit Card Spending	The consent agenda was presented. Several items were discussed prior to vote: 1) There were two DEHS personnel vacancies in December and it was asked whether this was normal. There was only one vacancy in January. 2) Although DEHS spending seemed lower than expected for the calendar year it was noted that the EHS-CCP grant is tracked on an 18 month funding period (beginning 3/1/15) so that report showed on-track spending with no concerns.	<b>It was moved to approve the consent agenda.</b>  <b>Motion: Bob Ashley Second: Cathy Collies</b>  Not voting due to conflict of interest: None	<b>Motion carried</b>
<b>Agenda Modification</b>	None		
<b>Public Comment</b>	None		
<b>Finance and Audit Committee Report</b>  -FY 15-16 Organizational Budget -2 <sup>nd</sup> Quarter Budget to Actual Report -Form 990 – submitted - GSK Skills Based Volunteer Project	-Karen presented the FY 15-16 organizational budget, explaining that it includes all funds that pass through the Partnership as well as funds to support internal program and admin support. She pointed out the unrestricted reserve funds needed to balance the budget this year. Currently in reserve is approximately \$555,000. The largest expense categories were reviewed: personnel and professional services.  -Karen presented 2 <sup>nd</sup> quarter budget to actuals report. On the revenue side, she pointed out the grants that have been received in full or in part, for which expenses have yet to be booked. The potential impact of lapsed salaries was discussed, although due to the timing of this report and vacancies, 'savings' that will be realized are not reflected here.	<b>Motion to approve budget made by Finance Committee.</b> <b>Second: Joy Sotolongo</b>  Not voting due to conflict of interest: None  <b>It was moved to accept 2<sup>nd</sup> Quarter budget to actual report.</b> <b>Motion: Bob Ashley Second: Joy Sotolongo</b>  Not voting due to conflict of interest: None	<b>Motion carried</b>          <b>Motion carried</b>

	<p>-It was reported that the Form 990 was submitted on time. The Executive Committee had received notice via e-mail.</p> <p>-The Financial Trend and Forecast chart was reviewed along with the current year notes and the predicted impacts in FY 16-17, such as the lease renewal.</p> <p>-The GSK Volunteer Project outline was shared, and Karen reported that Laura’s initial meeting with Christi Gravitte was positive. The focus of the project is to build a forecast model to help the board review various scenarios to better make decisions to address the DPfC’s financing gap. Project timeline is now through December 2016. Progress reports will be made to the board along the way.</p>		
<p><b>Board Planning</b></p> <ul style="list-style-type: none"> <li>-Board Composition / Development and Bylaws</li> <li>-Governance Committee</li> <li>-Strategic Planning and Board Engagement</li> <li>-Racial Equity</li> <li>-Fuqua On Board Team</li> </ul>	<p>Karen discussed some short and long term goals for the Board.</p> <ol style="list-style-type: none"> <li>1. <u>New board member training</u>: With board composition change and new board members, there is a stronger need for new board member training. Joy suggested we check with NCPC for training materials or templates they might have. Karen will check with them and think about what we need, draft a rough agenda, and share with Joy and then Laura. Some training topics discussed were board role, partnership history and why the organization exists, board meetings and board packets. Ilene also suggested we think about training for new board members and current members on the various DPfC finance streams and how each stream/change in a stream may impact the others. Joy suggested the training include a brief overview of board’s historical commitment to the quality of early care and education.</li> <li>2. <u>Review of by-laws</u>. With the new board make-up, we need to review and update by-laws. Cathy and Sebastian agreed to read through the by-laws and note where changes need to be made.</li> <li>3. <u>Board job description and recruitment forms</u>. These had been reviewed, but further research is needed to determine if they were ever finalized.</li> <li>4. <u>Governance Committee</u>. This continues to be a strategy the committee supports to oversee this type of board work.</li> <li>5. <u>Strategic planning</u>. It is hoped that the GSK forecasting model will provide a tool to help the board review and analyze potential scenarios. What information does the board need to be able to make decisions? How much information is too much detail vs. helpful to decision making, and who needs to know what?</li> <li>6. <u>Racial Equity</u>. The next retreat will be in late April. Karen and Ilene both said they found it very worthwhile and encourage others on board to go.</li> </ol> <p><u>Fuqua on Board (FoB)</u>: Karen passed around the FoB Project Menu and shared Laura’s thoughts from the menu around an annual board assessment toolkit and possibly further work on evaluating the current committee structure. Rebecca and Sebastian affirmed that they don’t have to be limited to the menu; they want to be most helpful to the board’s needs. One project suggestion arising from the financial discussion is to develop a strategic plan to engage local companies and their employees, with a goal to raise private giving. Joy suggested a second project idea of how to address the child care quality vs. quantity issue and develop talking points around this that the board can use in talking to external parties. Joy will talk with Laura to get her thoughts and circle back with Rebecca and Sebastian.</p>		
<p><b>COMMITTEE REPORTS</b></p>	<p><u>Evaluation (Joy)</u> – Joy will lead an in-depth discussion with the board at the March meeting to further inform how the Evaluation committee provides data. They will</p>		

<ul style="list-style-type: none"> <li>-Evaluation</li> <li>-Allocations</li> <li>-NCPK/School Readiness</li> <li>-Community Awareness</li> <li>-Investment</li> </ul>	<p>present 5 data points for the board to discuss that can guide the board in its decision making.</p> <p><u>Allocations (Cathy)</u> – All Smart Start RFPs for the second year of the two-year funding cycle have been received from current funded partners . Partners will make presentations on Monday. In March and April, the committee will have in-depth reviews and scoring of the proposals in preparation for the allocations recommendation to the board in May.</p> <p><u>NCPK/School Readiness (Ilene)</u> – The RFPs for NC Pre-K site applications have been released according to the usual two-year cycle. Recently, the committee is devoting its time to determine how to adjust the reimbursement rate strategy. Especially in question are the 18 slots that were added with ‘expansion funding’ that have state dollars, but no Smart Start match dollars to equal the full rate that other private providers are receiving. The committee is discussing options in order to be equitable and how to support quality.</p> <p><u>Community Awareness (Bob)</u> – This year the formal Week of the Young Child events will be scaled back, although the art contest will continue due to its popularity. The winning pieces will be displayed at Northgate. The committee has considered how to build an audience for the annual meeting. There is also an opportunity for the Partnership to have a regular feature article one Sunday per month in The Herald-Sun.</p> <p><u>Investment</u> – There is no committee report.</p>
<p><b>Other Business</b></p>	<p>The next Executive Committee meeting will be on 4/28 instead of 4/21. All acknowledged.</p>
<p><b>Adjournment</b></p>	<p>-The meeting was adjourned at 4:48 p.m.  <u>Next Full Board Meeting</u> will be March 17, 2016: 3:00 – 5:00 pm  <u>Next Executive Committee Meeting</u> will be April 28, 2016: 3:00 – 5:00 pm</p>