



Executive Committee Meeting Minutes

February 15, 2018

Present: Bob Ashley, Ilene Britt, Cathy Collie-Robinson, Phillip Harris
 Absent or Excused: Diamond Bethea, Karen O'Mansky, Queron Smith,
 Staff: Laura Benson, Elaine Zukerman (for communications discussion)

Cathy Collie-Robinson called the meeting was called to order at 3:05 pm with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
INTRODUCTION AND ANNOUNCEMENTS	It was noted that the fuller membership of the Executive Committee will serve the Partnership well.		
AGENDA MODIFICATIONS AND PUBLIC COMMENT	None		
LEARNING MOMENT: A Video Introduction to Smart Start	Laura presented the introductory video from the NCPC Board Orientation materials available through the Fabrik One online learning center (via NCPC's website). This 8-minute video offers an overview of Smart Start, its history, funding, and board roles. The Executive Committee agreed that it was helpful and could be shown at a board meeting, although it is general in nature and not geared specifically for Durham's Partnership or the local board role.		
SMART START COMMUNICATION	<p>Elaine Zukerman, Communications Manager, joined the meeting to present the NCPC Logo and Affiliate Message options to the Executive Committee. This change must be decided upon and implemented by July 1, 2018 to meet NCPC's requirements, following NCPC's adoption of a new logo and affiliate statement: A partner in the Smart Start network.</p> <p>Elaine presented three options that had been reviewed by the Community Awareness Committee. After discussion, Option #1 was selected, which leaves our DPfC logo untouched, and adds the Smart Start logo and affiliate statement in several variations (based on NCPC design standards). This will be the lowest cost option, incurring approximately 2 hours \$95/hour of web site update. Our logo will be revisited following the strategic plan process. It was agreed that our current logo is recognizable but perhaps so common now that it is invisible. It has a dated feel, and the question could be posed as to how our new strategic priorities evoke a refreshed logo and branding.</p>		
BOARD DEVELOPMENT AND GOVERNANCE	The revised bylaws were presented, having had a prior review by the full board in January. The recommended changes, primarily in board composition and Executive Committee attendance, were highlighted in the document presented. One additional change was recommended, in Article VIII, Section 5, to change the word "will" to "may" regarding attendance	<p>It was moved to change "will" to "may" on p. 7 (Article VIII, Section 5):</p> <p>Moved: Bob Ashley Second: Ilene Britt Not voting due to conflict of interest: None</p> <p>It was moved to accept all changes in the bylaws noted on p. 3, p, 4m and p. 7.</p> <p>Moved: Phillip Harris</p>	<p>Motion Carried</p> <p>Motion Carried</p>

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BOARD DEVELOPMENT NOMMINATIONS	requirements for board members. The committee discussed the addition to the board of the Director of DSS, Ben Rose, and a child care provider. The committee agreed that those invitations should be extended.	Second: Bob Ashley Not voting due to conflict of interest: None							
STRATEGIC PLANNING GOALS AND PROCESS	The Executive Committee discussed the upcoming strategic planning process. It was decided that: 1) revisit current strategic plan and critical issues, adding a ‘refresh’ approach; 2) process should include the full board and have intentional staff engagement; 3) concrete action steps should grow out of the plan; 4) progress measures should be established to which we hold ourselves accountable; and 5) funding should align with strategic direction and goals.								
COMMITTEE REPORTS AND UPDATES	<u>Updates were provided for each committee:</u> Finance and Audit – Form 990 and Charitable Solicitation License submitted Allocations – meeting schedules and March 15 th partner fair NCPK/School Readiness – FY 18-19 budget increase; unspent funds allowance Preschool Expansion Mgt. Services Proposal – decision pending United Way – funding extended through December 31, 2018								
OTHER BUSINESS	None								
ADJOURNMENT	The meeting was adjourned at 5:00 p.m. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Next Full Board</u></td> <td style="width: 25%;"><u>March 15, 2018</u></td> <td style="width: 25%; text-align: right;">3:30 pm – 5 pm</td> </tr> <tr> <td><u>Next Executive Committee</u></td> <td><u>April 19, 2018</u></td> <td style="text-align: right;">3:00 pm – 5 pm</td> </tr> </table>			<u>Next Full Board</u>	<u>March 15, 2018</u>	3:30 pm – 5 pm	<u>Next Executive Committee</u>	<u>April 19, 2018</u>	3:00 pm – 5 pm
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