



Executive Committee Meeting December 19, 2013

Present: Bob Ashley, Linzie Atkins, Ilene Britt, Teresa Daye, Karen O'Mansky, Barbara VanDewoestine
 Absent/excused: Daniel Robinson, Joy Sotolongo
 Staff: Laura Benson, Krissy Dunn, Ted Whiteside

The meeting was called to order at 11:08am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
Consent Agenda -Approval of 09/19/13 minutes -Spending forms (Smart Start, NCPK, EHS) -DEHS Monthly Report	-Linzie welcomed Teresa to the committee. Joy Sotolongo and Daniel Robinson are also new to the committee but not in attendance. -Laura noted that EHS credit card expenses are not on consent agenda because they have not been reviewed and approved by the Policy Council yet. - Regarding the spending analysis, it was questioned why Communities in Schools Incredible Years is only at 13.9% spending when 42% of the contract year has passed. It was explained that their low Smart Start spending was due to their use of funding from other sources in the first part of the program year. Smart Start funds were put into 100% of the annual contract amount later in the fall than usual; official notice of funding to the Partnership from NCPK was delayed. There are no program or fiscal concerns at this time for this funded partner.	It was moved to approve the consent agenda. Motion: Barbara VanDewoestine Second: Bob Ashley Not voting due to conflict of interest: None	Motion carried
Strategic Planning Update: Goals and Action Plans -Critical Issue A – Fund Development -Critical Issue B – Role -Critical Issue C – Communications	-Ted Whiteside, Fund Development Manager, presented on progress toward addressing Critical Issue A: Fund Development. His report included: <ul style="list-style-type: none"> ▪ Fund Development Committee history and membership ▪ Fund Development Action Chart to reach \$50,000 individual donor goal, and the role of committee members can play for each type of fundraising activity (Major Gifts, Peer-to-Peer, Direct Mail, Community Fundraisers, Signature Event, and Committee Initiatives) ▪ Major Gift Chart showing the target number and amount of major gifts needed to reach goal, and discussion of the cultivation process with the prospect list, rated for capacity, interest, readiness, etc. ▪ Board Member Development Activities document shows the activities 		

	<p>that the board can engage in with the expectation that every board member participates.</p> <ul style="list-style-type: none"> ▪ A list of program/project needs, to familiarize the board and potential donors of how funds will be used to address unmet community needs. ▪ Two upcoming actions: a learning opportunity regarding major giving for the Fund Development committee and a group of creative thinkers to help us brainstorm a signature fundraising event. <p>Discussion followed in response to questions about speaking opportunities for board/staff to share their passion for our mission and inspire potential donors; ideas about how to provide public recognition to donors, like “membership” plaques displayed in businesses, naming rights for outdoor learning environments, or sponsorship in event programs. The committee also about our fund development budget for cultivation activities. The current operating budget reflects bus tour expenses, printing for materials used in cultivation (e.g. annual report), and postage.</p> <p>-Laura provided an update on the Critical Issue B: Role. Regarding how we will identify the most critical needs in early care and education in the community, three areas were noted in the annual evaluation report: enhancing school readiness for children who aren’t in licensed high quality child care, addressing the Spanish-speaking population, and improving the quality of infant/toddler care. Regarding the idea that the Partnership’s scope could expand from birth to 5 to birth to 8, staff is researching models in other cities around the country. We are also looking at best practices in other cities that we can benchmark against. How we define our role has direct ties to the need to build capacity through fund development and strategic communication.</p> <p>-Bob presented on Critical Issue C: Communications. His report included:</p> <ul style="list-style-type: none"> ▪ Communications Matrix developed by the Community Awareness committee that prioritizes audiences and individuals, and names strategies to reach each of them. ▪ The multiplicity of audiences was acknowledged, including community and business leaders, media, elected officials, civic organizations, agencies and institutions, childcare providers, and our funded and community partners. <p>Discussion followed about how important it is for us to build a broad base of people in the community who understand that focusing on early childhood is good for everyone. It was also noted that our fund development and communications staff work closely together.</p>
<p>NC Pre-K School Readiness Report -Universal Pre K Application Process</p>	<p>-Ilene presented the NC Pre-K/School Readiness Committee update. The Universal Pre-K Application process begins in February, and it will include five collaborative partners: CCSA, DPS, DSS, Operation Breakthrough (Head Start), and the Partnership. Approximately 1,200 children are expected to apply. A temporary full time, bilingual employee will be hired. Volunteers will be enlisted for the “blitz” sessions.</p>

	charters from other local partnerships and nonprofit agencies to present to the February Executive Committee. The committee agreed on this as a next step.		
ED Report	<p>-Laura provided the Executive Summary from the Leaders Collaborative process, stating that it has provided her with continued growth in being a more adept leader. Included with the summary was a schedule of the monthly topics, February – October, 2013. A grant in the amount of \$5,000 was received by the Partnership to compensate for Laura’s time in this effort (federal funds through Race to the Top-Early Learning Challenge, via NCPC). Those funds will underwrite the cost of the October staff retreat led by the same facilitator.</p> <p>- Linked with the Leaders Collaborative project on pre-k expansion and school readiness, Laura discussed the Partnership’s role in facilitating a unified community conversation around Durham’s opportunity to have universal Pre-K. School readiness work and a unified childcare subsidy waiting list are two linchpins. Laura updated the committee on progress toward a unified waiting list, the need for which was again underscored with the threat of subsidy termination during the October federal shutdown. DPfC, with CCSA, initiated conversations with DSS during that time. DSS’s IT department has begun looking at what it would take technologically to host the wait list.</p> <p>-Laura introduced a strategy to focus our work with specific data-informed goals that are undergirded by the Annual Evaluation Report which will be released in January. Potential issues to address include: below average number of low income children who are enrolled in high quality care; above average obesity rates. When we identify these target goals, they could imply a reconfiguration of our Smart Start RFP process in terms of what services we want to invest in to impact these areas.</p> <p>-Laura’s other community involvement: Workforce Development Board (City), Founding panel member on Becoming Grant - Alliance Behavioral Health, Duke Integrated Pediatric Mental Health Initiative, and MidEast Region representative to Local Partnership Advisory Council (LPAC) for NCPC.</p>		
Other Business	-Laura announced that the EHS Federal Review will begin January 27 th .		
Adjournment	- Next Full Board Meeting, January 16th at 3:00 pm. Next Executive Committee Meeting, February 27th at 11:00am.	It was moved to adjourn at 1:00pm.	Motion carried