



Executive Committee Meeting Minutes
December 13, 2018

Present: Diamond Bethea, Cathy Collie-Robinson, Queron Smith

Absent or Excused: Ilene Britt, Phillip Harris, Karen O’Mansky Staff: Laura Benson

Cathy Collie-Robinson called the meeting to order at 3:10 pm with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
ANNOUNCEMENTS	Queron described his role at The Redwoods Group and its position as a B-Corp. The way they hone their practice to their mission is instructive for our strategic planning process and alignment of staff with the larger vision and values of the organization.		
AGENDA MODIFICATIONS	None. There was no public comment		
CONSENT AGENDA -Executive Committee Meeting Minutes 9/20/18 and 9/27/18 -DEHS Monthly Report -Spending Analysis (October) -DEHS Monthly Report -Additional Non-Federal Share Waiver Request #04CH4790	The consent agenda was presented. The need for the additional non-federal share waiver request was described.	It was moved to approve the consent agenda: Motion: Queron Smith Second: Diamond Bethea Not voting due to conflict of interest: None	Motion Carried
FINANCE COMMITTEE - Form 990 FY 17-18 -Qtr 1 Budget to Actuals (for review)	Queron presented the Form 990, noting the purpose of each section. There were no questions or concerns. The Qtr. 1 Budget to Actuals was also reviewed. It was not presented for approval because the Finance Committee had not met to analyze it in detail. However, there were no concerns at this time.	It was moved to approve the submittal of the Form 990. Motion: Diamond Bethea Second: Cathy Collie-Robinson Not voting due to conflict of interest: None	Motion Carried
EXECUTIVE DIRECTOR’S REPORT - Personnel - Durham Pre-K	-Laura gave a personnel update with new staff hired for the Program Coordinator (Alee LaCalamito) and Communications and Engagement Coordinator (Haley Barber) positions. She reported that no adverse action had happened from the prior personnel matter. -Laura also reported on the progress of Durham PreK. CCSA has provided a draft Scope of Work and a contract template to be executed for January 1, 2019 – June 30, 2020 in the amount of \$150,000 for the application, enrollment, marketing, and family engagement components of Durham PreK. The DPfC staff continues to work closely with the CCSA team, taking advantage of facilitated meetings to set a firm foundation for the major work ahead. The first Governance Advisory Committee meeting was held on November 30 th . Laura attends as a non-voting staff member.		

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STRATEGIC PLANN DRAFT REVIEW	<p>Laura presented the draft to date, and used the remainder of the meeting to receive Executive Committee input. Following the discussion on each focus area, the members present agreed that we are moving in the right direction and that the focus areas and desired result statements were aligned with the board's intention. The January Board meeting will be interactive and discussion based, with small groups addressing each focus area in more depth.</p>		
OTHER BUSINESS	<p>There was no further business.</p>		
ADJOURNMENT	<p>The meeting was adjourned at 4:45 pm.</p> <p><u>Next Full Board</u></p> <p><u>Next Executive Committee</u></p>	<p><u>January 17, 2019</u></p> <p><u>February 21, 2019</u></p>	<p>3:00 – 5:00 pm</p> <p>3:00 – 5:00 pm</p>