

NevAEYC Board Meeting  
January 17, 2007

Board Members Present: Catherine Lyons, Peggy Fouts, Heather McEnulty, Debbie Tarantino, Teresa Byington, Christine Matiash, Betsy Fox, Margaret Oberg, Crystal Swank, Sue Turbow, Jessie Torrero

Conference Call: Jamie Burnett

Staff Present: Mike Hill, Whitney Leathers

I. Opening

The meeting was opened at 9:30am by Catherine Lyons. Introductions were made around the table.

II. Minutes of the previous meeting were approved by a unanimous vote.

III. Board Reports

**T.E.A.C.H.-** Mike introduce Whitney Leathers as the new administrative assistant/counselor. Her job description entails filing, administrative duties, as well as working individually with all participants, and center visits to talk about commitments to the program. They currently have 61 participants, with 13 of those new. One has terminated their program (she left the center) and 2 are suspended at this time until they find new employment. All students are at the north and south community colleges and UNR. They have had several orientations at CCSN, Elko, and RAEYC events. Whitney and Mike have been spending time organizing the TEACH office. There has been a budget revision with a \$48,000 cut. Betsy and Mike will be working on quarterly budget reports. Upcoming events: Feb will be traveling to N. Carolina for training and also the TEACH Advisory meeting is 2/27. March 7-8 they will be in Washington, DC for a Public Policy convention. Mike and Whitney have decided not to process contracts until all of the application is complete. It was asked if the website forms are inaccurate. Whitney replied that they are okay, but to update the contact information. Budget information- Mike showed the Board the breakdown that he has developed to make reporting easier. He also developed a travel expense form to break down all costs and monthly auto expense report. It has been a busy and exciting 3 months in the TEACH department and they both enjoy meeting people who are excited about the program. Jamie Burnett was asked if any talk about TEACH going to UNLV for Bachelors as well as UNR and she replied that there is \$20,000 and it doesn't matter if it is North or South. Mike was asked to put a report together if there is a need in the south for the Bachelor's program. It was asked that a list of participants forwarded to Catherine and Truckee Meadows students to Sue Turbow.

**Treasurer-** Betsy explained that she usually provides a month to date and year to date profit/loss, but today only had month to date. She is busily getting ready for the tax return. Our operating balance is \$72,147.55 and TEACH balance is \$9,889.25. TEACH generally carries a \$500 balance, Betsy moves money as needed. Catherine asked Betsy to look into doing Quickbooks budget, but would have to close out the previous year and start now. Crystal would like more financial advisors for them. She

would like a hard copy of financials as well as a written report of what they are doing. Betsy can do a transaction report for TEACH to send out before the Board meetings for members to review. Motion made by Crystal that we request monthly budget transactions, program report, advisory committee prior to Board meetings. Motion seconded: Christine Matiash. Discussion: TEACH advisory board only makes recommendations. Catherine recommends treasurer iron out formats and put something together. Vote unanimous.

**VP of Professional Development-** Working with cooperative extensions and trying to get workshops to rural areas. Guidance and discipline in 2007 focus. Goals for this year is working with extensions in delivery system of the workshops in rural areas. Pilot a video to give workshops since actual person had surgery. “Unlocking the Mysteries of Positive Guidance” which will also be offered at the annual conference. “SIDS in Childcare” is another topic we are working on in 2007. There was 100 people trained last year on this topic. A suggestion was raised- in the newsletter put an approved trainer, suggested career level 4.0 to help out cooperative extension in teaching above courses. Theresa suggested an application process for presenters. Catherine suggested Board members be required to teach at least 1 training a year. There was discussion on maybe not requiring the Board, but look for people who are qualified in the field or people who would go through a “train the trainer”. It was asked that we add dates and topics to website. There was beginning talk about the CDA program, but Catherine asked that we table this conversation until another meeting.

**VP of Membership-** Teresa presented a membership report to the Board members. 2006 retention was approx 40% and our goal is to raise 5% a year. Catherine recommended looking at new ways to improve membership. Crystal suggested scholarship dollars for student’s membership fees. It was suggested that we use the membership table at the annual conference to sign up for committees. There will be a separate mailing to members about accessing the website.

**VP of Technology-** Amendment to the annual retreat minutes to VP of Communications and Technology. The newsletter has been named Early Childhood Professional and the 1<sup>st</sup> issue is on the website. The newsletter is being translated into Spanish and it was asked if we can find out how many people are accessing the Spanish version of the newsletter. It is costing 10 cents a word, which is about \$1200 for 4 issues of the newsletter. There will be a hard copy available at the annual conference. Crystal would like a piece from each department to submit for the newsletter quarterly. We need to figure out ways to encourage our members to give us their email addresses so we can include them on the listserv.

**Conference Chair-**Peggy submitted a written report to the Board. It was reported that we have \$29,000 is scholarship dollars and the scholarship applications will be reviewed Monday and Tuesday (1/22,1/23).

**RAEYC-** There is a retreat planning meeting in March. We will address goals at this meeting, but Catherine interjected that she needs the goals by Jan 31. Margaret would like to contact those members who did not win office in RAEYC, to see if they would like to become involved on a committee. They accomplished quarterly newsletters in 2006, Director’s luncheons, and trainings. A full report will be emailed

to all Board members. They need to reschedule the Public Policy Advocate Training, which was recommended to table until after annual conference.

**SNAEYC-** They had their 1<sup>st</sup> board meeting which they went over calendar events which they also posted on their website. They are concentrating on Family Fun Day and ECE Professional Awards Dinner. They are putting “mentor centers” into action so these centers can be a “go to” place for members with questions. SNAEYC amended their policies to allow members to view their bylaws on the website, and Crystal recommended that we add a “Board only” section on our website for specific forms, etc.

**Committees-** The following committees were addressed and who will chair these committees this year. Standing Committees: Development Committee (Peggy P?), Governance Committee (Jamie B?), Finance (Betsy), Public Policy(Margot), Accreditation (Christine), Membership (Teresa), Nominations (Janie L?), Professional Development. It was discussed if you are going to be an At-large Board member, that you are required to chair a committee. It was recommended that we list all Standing committees on the website for all members to view. By the February Board meeting, each chairperson needs to submit a paragraph describing their committee and function for the annual conference. Motion moved by Sue Turbow that the Board contact Peggy P, Jamie B, and Janie L. to chair above committees as At-large Board members. Motion seconded. Vote-unanimous.

#### IV. New Business

**Public Policy Meeting-** Motion by Sue Turbow that Patti Oya attends conference in Washington, DC, expenses paid by NevAEYC. Vote- unanimous. Motion by Sue Turbow that NevAEYC pays for Lilly Englund to attend conference. Vote- unanimous.

**Peggy Fouts-** Peggy submitted her resignation to NevAEYC, but will stay Co-President until replaced. It was recommended that Catherine stays President and Board appoints a President-Elect, then that person would be President the following term without a ballot. It was also suggested that we fill Peggy’s vacancy for the remainder of her term. Catherine will send out an email to all Board members to nominate themselves or someone else to fill the vacancy by Thursday, Jan 25.

**New Agenda Format-** Catherine passed out a new agenda format. All Board members will send out their report electronically before each monthly meeting. If there is a vote required in their report, they will state that in the email header, as well as at the top of their written report. The vote will then take place in the actual Board meeting. The new agenda format now includes networking and bringing in people from other agencies to educate Board members in their field. Board can recommend agencies or topics for this part of the agenda. Committees can take information back and try to use it. Meeting could be video-taped and streamlined on the internet. It was suggested the the Office of Early Child Care be invited for April. Motion moved to invite Melissa Faul from Licensing to the February Board meeting in Reno. Motion seconded. Vote- unanimous.

V. Miscellaneous

It was asked that Heather email each Board member a reminder note of written reports by the Monday of the week before each meeting. The report is due the Monday of the week of the meeting.

Crystal proposed that the Board pay for Margaret Oberg's sub in her home care. Margaret will follow up with The Children's Cabinet and we'll table this discussion until February.

VI. Adjournment

Meeting was adjourned at 1:30pm.

Respectfully submitted,

Heather McEnulty  
Board Secretary