



NevAEYC Board Retreat
September 17th and 18th 2009
Zephyr Point Presbyterian Conference Center
Tallac Center

MINUTES

In attendance: Crystal Swank, Danielle Harris, Tina Howell, Kimber Craig, Whitney Leathers, Margot Chappel, Jennifer Kalas, Peggy Pulver, Mardene Wright, Margaret Oberg, Joanne Everts, Anna Severens, Lillie Englund, Sherry Waugh, Catherine Lyons, and Alice LeDesma

Excused: Jessi Torrero, Shelly Nye, Debbie Tarantino, Erin Mossman

Meeting commenced at 10:15.

Introductions – Share projects

August Minutes – approved by consensus

Accreditation Video (Sherry) – gave background, we intend to add to it if we can. Used for spotlighting the accredited centers in Nevada. Copies are available.

Set calendar for 2010: Board discussed number of annual meetings, difficulties and suggestions for committee meetings. It was decided we would meet as follows for 2010:

Jan. 27 (LV)

March 24 (Reno)

May 26 (LV)

Aug. 25 (Reno)

Sept. (Retreat, Reno)

Oct. 27 (LV)

This gives us 2 more face-to-face meetings than 2009. Our hope is to include some committee time for available committee members during meetings. Board was in favor of guest speakers if we had some very good ones, but did not think they were absolutely necessary.

ARC vs. Executive Director: Discussion regarding how we still don't know what we want the Executive Director to do. We need to develop that bulleted list. Whitney is going to make a list about what they do for TEACH. She suggested we look at New Mexico, who is very similar to us. Catherine needs to step down from this committee, as she is very busy with the conference. *Peggy and Whitney will look into it.* Catherine and Peggy will go to the session at NAEYC Conference for Executive Directors.

12:15 – 1:00 Lunch

1:00 Reconvene

Arc vs. Executive Director (cont'd): Joanne suggested we have a Vista Volunteer, free to us for 40 hours per week, that we train. *Joanne will call Craig Warner.* We might want to have two. We are non-profit, so that would work. Catherine made a motion to hire

Vistas who will help us come up with job description/proposal. Sherry seconded the motion. Motion passed. They could work in Peggy's office and network with the Vistas in Joanne's office. Whitney has space in her office as well. Could have a space at both offices and travel between the two or have one at each space. Timeline: might be as early as January.

Conferences: We might not get the \$15,000 that we usually get from OECE or the donation from Children's Cabinet that we normally get, plus the economy is bad. Planning committee is researching other funding sources. We have significant financial output commitments. Tina suggested that we use SNAEYC money, up to \$3000 for scholarships; TEACH could raffle off a couple of scholarships if SNAEYC holds an event. If we can get the scholarships donated and some keynote money that would help. Joanne suggested that the scholarships go towards registration (just for LV cause the conference is there and no travel is required) and Sherry suggested we alternate so that wherever the conference is located; we could offer scholarships and build up attendance.

Margaret moved and Catherine seconded that we give a 10% discount for any groups of 50 more attending conferences. Motion passed. It was suggested that we look at how much we have on reserve in our NevAEYC budget? *Whitney will send Catherine the dates of the 2011 conference so that it can go in the 2010 bulletin.*

eNvy Nature – Lillie presented a power point that inspired all of us to push for allowing more time for nature and the out of doors in early childhood settings.

Nominations: (Alice) President-elect must have served on the state board but no specifications on time served or time frame for service (recent or no). No nominations for President-elect or Treasurer-elect so far. Peggy nominated Margaret Oberg and Sherry nominated Jennifer Kalas for President-elect and Keana Sullivan from SNAEYC was nominated for Treasurer. VP of Communications and Technology and VP of Public Policy have a few nominations already. Timeline: nominations are open till the end of October; then nominees fill out qualification forms, pictures/bio, why they want to be on the board, etc. and then the elections are in November through survey monkey. Nevada Registry can pay for the postcards this year that announces the election on survey monkey.

Bylaws allow us to appoint someone for Secretary to replace Jessi Torrero. Peggy is considering Tina Springmeyer. She will let us know.

1:30 Committee Work:

Budget – Joanne, Whitney, Catherine, Anna: Shelly has put together the 2009 budget; it looks like a combination of this year's and next year's budget. *They are going to talk to Shelly;* committee wondered if we want to be more specific than the broad categories that are currently on the budget. TEACH budget has changed a little (increased). It will always be hard to project what we are going to get from TEACH because our fiscal years are not the same. We will base our estimate on the previous year. *Peggy will check with Gwen to see if we can change our fiscal year to match TEACH because we think we do it like this because NAEYC wants us to.* Whitney and Catherine listed some titles and descriptions that should be included in the conference budget each year.

Policies & Procedures – Peggy, Sherry, Alice, Crystal: Recommend that we strike the chair of the personnel committee, as procedures say that it should be the president, and that she can call the committee as needed. A few other changes were made; *Crystal will get these suggestions to everyone for approval.*

Annual Report – Margot, Mardene, Lillie, Tina, and Danielle: Committee looked at template from national and thought through what we would include. Committee thought that there should be an introduction to every affiliate. This goes to all legislatures and affiliations and it will show how collaborative we are. Committee recommended we put our history, mission statement with our goals and code of ethics, statewide vision (*Margot is looking into a vision for us to look at*), a section on our objectives/goals, highlights for each year, membership statistics, community support section, how we support community (TEACH) Annual conferences, mini conferences, resource libraries, community events, day at the legislature, local affiliate community events, section on accreditation, governing board, and that we take out the budget section as they didn't think this was information that was needed in this document. *Peggy and Tina will work on giving out assignments to get data from everyone by end of January so they can put it together.*

Membership –Jennifer, Margaret, Kimber:

Past affiliate events include:

- RAEYC: baseball game \$2 off price, water park was not as worth it. Only 2 besides board members, was pretty pricey, events were family events – since conference. Not trying monthly.
- Happy hour went OK, aiming for lots of moms with families. Might have to try a Friday night.
- Membership drive in the south, each board member reached out to 10 directors and gave them a packet of information and how to enter the contest. . We got a lot of new information, made some new connections, gave them a network.

Ideas for recruitment and retention of members include:

- May have to convince board members to bring people, might bring more people in. Can we get a commitment about bringing people from the board members?
- Can we get raffles to give out like dinner and prizes if you bring a friend you get entered in the raffle; if you attend three networking events you get half off the conference?
- Offering a free registry hour of training - a board member could donate that.
- \$100 to Lakeshore to the school that brings the most staff members to the networking idea.
- Teacher of the year award.
- Accredited centers – don't need to be members of NAEYC so ask at director's luncheon if their staff are members. If they are not, why not? What could we do to get them to networking events and to become members? Can we sponsor that?
- SNAEYC shirts? Wear them to conferences, give them out to people at networking event, sell them at conference. Board members wear them. Give enough to the staff if the director attends an event.
- Recognition to previous award winners, discounts, stand if you are a previous winner, state winner gets free conference, stand up to show how long you've been a member during conference lunch.

- Think of a slogan, have a slogan contest. Make buttons, wear them at mixers.
- Perks for board members. Put it in your budget. Send them to conferences, PDI!
- Perks for Saturday trainers who train free for our affiliates!

Board/Committee Reports

SNAEYC: Mardene: 3 year strategic planning process will be this year at our retreat. SNAEYC are partnering with NevAEYC with the Oct 24 conference with Susan Newman, whose specialty is early childhood literacy and connecting with math and science. We were concerned about the price and how that will affect the attendance. We are offering another mini-conference in early December that will cover the basic courses for a lower cost than the Oct 24 conference.

RAEYC: Margaret: November 7th with TEACH there will be a mini-conference with basic required classes, occupational therapy, yoga for kids, pre-k standards, and speech pathology training at TMCC. The next Director's Luncheon is September 18. Kimber is planning the next mixer.

Board Development: Anna: no report

Membership: Jennifer: There is no way to track which members renewed membership due to registering for conference; Jennifer working with Matt Seiler, NAEYC membership affiliate representative, to help interpret our data re: conferences alternating in the north and south. Report on numbers was sent out.

Public Policy: Margot: *for upcoming newsletter, she will do a "what were the successes in the legislative session and what didn't pass that we need to work on."* The majority of the regulations were adopted. She will do a brief summary. Would like to start to explain all the council structures in the newsletter. She will make sure that it's always in the newsletter how to reach our legislators. New NAEYC website has some great public policy stuff.

Communication and Technology: Crystal: she has already talked with TMCC re having a VP of Communications and Technology who does not work for TMCC, he said it's no problem. Everyone should check your emails through the website! Especially around conferences, people have question. If anyone can't get into his or her email, let Crystal know. The host was using the new version; Crystal forwarded this to Cal, Kimber thought it was much better. When we built the list serve, we built the database from national. *Crystal has not updated it in a couple years. She will work with Jennifer to find out how to get the recent additions.*

Meeting adjourned at 5:30 p.m

Day 2

8:15 – 9:00 Breakfast

9:00 Meeting commenced at 9:00.

Present: Crystal Swank, Danielle Harris, Tina Howell, Kimber Craig, Whitney Leathers, Margot Chappel, Jennifer Kalas, Peggy Pulver, Mardene Wright, Margaret Oberg, Joanne Everts, Anna Severens.

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TEACH Time: Whitney: TEACH is working with a marketing company and printer to develop marketing brochures. They are nearing the final revision stage. Board reviewed brochures; we discussed having a less academic and more diverse (infants, toddlers, men, diverse race/culture abilities) picture on the front of the booklet. There is some difficulty using stock photos. *Crystal may have some photos she can get to Whitney.* She showed us the new website and discussed the teacher spotlights, and how they can add more diverse pictures here as well. It includes a blog for community communication as well as other resources. It will include NAEYC, Nevada Registry, NevAEYC. Recipients will have log in codes. Students can pull up information for their program as well as apply online. There will be a link on the NevAEYC website that goes directly to the new TEACH website.

TEACH has a provisional license until March of next year (8 months away); need 54 points on the self-study/national study balance sheet. They had 50. Deficiencies include issues with the database, the audit, and being considered overstaffed per the number of scholarships they maintain. They scored very high on public policy and some other areas. Whitney is not sure that they will receive technical assistance; she has not received any assistance even when requested except for on the database, which they are getting frequently. *Anna offered to help if Whitney has questions.* The audit/financial issue with has been resolved satisfactorily through ARC.

She shared how effective their Nevada Retreat was and successful that the behavioral styles study helped them with team building.

“Teacher/ECE of the Year Award” Thinking about how we can incorporate Mardene’s idea of having a teacher of the year. Some discussion ensued. Joanne reminded us that there used to be a “Professional of the Year” award. *Mardene is going to email Sherry to see if Sherry has any information on past winners or application forms.* It was agreed that we would send out the application in December; affiliate boards will vote so that it can be announced at the Spring Conference. *Mardene will talk to Lakeshore about donating a prize.*

Early Learning Challenge Grants: Anna: Passed in the House, waiting to hear if it passes through the Senate. We will probably fall into the development area where we will be able to build our system in NV and then later will be used for direct services. We just got a planning grant to put this proposal together as well as any other grants that are coming soon. Focus is on programs serving children 0-8 years old. Grants are \$1 billion per year for 8 years.

Public Policy/Day at the Legislature: Peggy: *Peggy will talk to Debby and Shelly at the Registry to make a new plan to make that day better.*

Orientation Meeting for new board members – How can we bring new members of the board up to speed efficiently?

- Put all the important board information on the thumb drive.
- New members need a board directory that includes community people.

- An organizational chart would be appropriate of the different affiliates and how we all interact with each other.
- New members need to meet with former members, understand budget and reimbursement information, policies and procedures, a timeline of events, goals, submittal of board reports, and to walk through these with someone instead of just being given the information.
- Peggy recommended that president-elect nominees participate in the Leadership calls from national directed towards presidents.

Meeting adjourned at 11:45 a.m.