

NevAEYC Board Retreat 2007
Minutes - Day 1
September 12, 2007

Margot Chappel, facilitator, welcomed everyone to the retreat.

Primary outcomes and goals were outlined. The Conventional Understanding Process vs. The Understanding Process was explained by Margot.

Introductions were made.

Board members present: Catherine Lyons, Christine Matiash, Patti Oya, Crystal Swank, Sue Turbow, Betsy Fox, Sherry Waugh, Teresa Byington, Margaret Oberg, Jessi Torrero, and Peggy Pulver.

Student members present: Ikaika Regidor,

Guests present: Joanne Everts, Lily Englund, Janice Lee, Mardene Wright, Jamie Burnett, Denise Tanata Ashby, Melissa Faul, Debbie Ruiz, Connie Zeller, Alice LeDesma, Whitney Leathers, and Marjorie Franzen-Weiss.

Opening Activity

Everyone paired up with someone they didn't know very well. They were asked to share their name, their role, and their individual vision for children in Nevada. Each pair then introduced their partner.

Some of the key words in individual visions included:

- Affordable
- Quality
- Safe accessible
- Well-being
- Collaboration
- Integrated professional development system
- Qualified workforce
- No wrong door
- Effective education for children with special needs
- Empowered and educated teachers
- Cross system of education and care
- Every center in Nevada accredited
- Universal, quality preschool
- No disparity between programs
- Adults make decisions with children in mind
- Quality health care for all

Accomplishments since our last retreat:

- Successful Conference
- E-newsletter
- By-laws
- Whitney hired for T.E.A.C.H.
- Hiring a counselor for TEACH
- 40 full time TEACH recipients and a waiting list
- Solidified function and roles of the board as well as communication within the board
- Practices in place for board
- Only 5 areas not completed this year

Teresa Byington shared the membership survey that was given during conference. A handout of the survey and results were included in packets. Teresa asked if this was a tool we want to continue using in the future i.e., could possibly combine the conference survey with this one. May want to include the question: How can NevAEYC be more effective for you?

Business

Sherry Waugh reported on the struggle of managing association work with all volunteers. CA uses a company that manages association work. They have been very satisfied with this company. The board will research the possibility of hiring a management company as an option to hiring an Executive Director. Sherry also said the contract with TEACH will need to be renegotiated. She asked the question: Is this something the board wants to continue to oversee?

Catherine announced that there are several open board positions: President-Elect, V.P. of Public Policy and V.P. of Communication & Technology, and Treasurer-Elect. A book with job descriptions is available for viewing. There is an envelope available for completed ballots.

Denise Tanata reported on Every Child Matters Nevada, a non-partisan organization. Information packets were distributed. Nevada is a caucus state. The only way to vote for a presidential candidate will be to attend the state caucus within your precinct on January 19th. It is possible to register to vote at that time. A lot of presidential candidates have been visiting Nevada. This is a prime opportunity to get candidates to endorse policies related to early childhood. They want all Nevadans asking candidates: What are you going to do for children in Nevada? Then, we want candidates to be accountable for their answers. Materials are available to anyone who asks. To learn more, go to ecm-nv@unlv.nevada.edu .

Denise is hoping to mobilize new voters and those who haven't been active voters in the past. Training in the caucus process is available through the Democratic Party. Denise is looking for ways to support families who need child care in order to attend a caucus. Denise urged attendees to volunteer and take leadership roles in the caucus process.

Denise said that Every Child Matters Nevada is willing to speak to groups. It was suggested that Denise apply to the Nevada Registry to attract more early child care providers.

The group adjourned for lunch from 12:15 until 1:15 p.m.

Strategic Planning

The group discussed the Strategic Plan and what has been completed, what needs to be completed, and any additional objectives that need to be made.

Governance and Leadership

Reorganization

- Develop mechanisms to continue recruiting new leaders
- Move objections from membership

Membership

- Create action steps specific to objectives
- Edit membership survey; add questions
- Increase perception of effectiveness
- Incentives

Communication and Technology

- Use partners to use paper/print media to a broader audience
- Mail one newsletter per year
- Let membership know how to find what they are looking for
- Establish reciprocal links across programs
- Press release mechanisms – utilize national resources

Note: Check the possibility of technical assistance to aid in media distribution. (Day 2)

Finance

- Expand “how to” seek grants
- Explore new program RFPs
- Develop accounting manual (policy) per TEACH license
- Hire an accountant/bookkeeper

Note: Write grant to have a VISTA volunteer.

Professional Development

- Tie in with partners to collect and analyze data and determine trends (replace objectives 1 and 2)
- Develop action steps to expand collaboration with Cooperative Extension Director trainings
- Determine how to link with other training opportunities (HS Domestic Violence Training)
- Change last objective to Professional Development Committee will meet 3 times per year. Members to include: VP of Prof. Dev. from state board and local affiliates
- Expand collaboration with agencies/groups doing training

Accreditation

- Explore opportunities to do PR for those who achieve accreditation
- Develop strategies to assist with accredited and publish in newsletter
- Link with local affiliates to determine support for center/families/providers seeking accreditation
- Tour of accredited centers
- Conference support (recognition)
- Link with the accreditation project of the OECE (Linking with other accrediting opportunities as well)

Public Policy

- Quality Universal PreK (QUPK)
- Increased funding for public preschool
- Advocate for including PreK ages in education mandates
 - Survey members?
- Develop '09 agenda
 - Strategic approach to legislation
- Explore supporting child health related legislation (example: 1st grade physicals, mental health)
- Partner with other advocacy agencies to develop/support a platform (Every Child Matters)

Other Ideas for future strategic planning:

- Marketing Plan/ Board Development
 - Utilize student interns for marketing

The NevAEYC Board Committee Chairs introduced themselves, explained their committees and solicited members for their committees. A list was included in the packets.

Accreditation Committee - Sherri Waugh will consider chairing this committee along with Jennifer Kalas from SNAEYC and Cindy Johnson from RAEYC.

Communication & Technology - Crystal Swank, chair person, is looking for members.

Conference – Catherine Lyons is chair, Mardene Wright, Ikaika Regidor, and Eileen Quinn are committee members. Looking for members outside of Las Vegas.

Development – Chair is Peggy Pulver and members are Margaret Oberg, Sue Turbow, and Teresa Byington.

Nominations Committee – Mardene Wright agreed to be chair. Members will consist of the state past president, Catherine Lyons, Patti Oya, and Joanne Everts.

Personnel – The chairs are the co-presidents, Catherine Lyons and Christine Matiash, and members are Patti Oya, Betsy Fox, Sue Turbow, and Heather McNulty.

Professional Development – Sue Turbow is chair. Joanne Everts will appoint someone from the state standards committee (Tina Springmeyer?), and other members are Mardene Wright, Margaret Oberg, and the SNAEYC and RAEYC reps.

Public Policy – Margot Chappel is chair and members are Lily Englund, Stephanie Wyatt, and Crystal Swank, Denise Tanata, and Catherine Lyons (after the first of the year).

Membership – Teresa Byington is chair and members will be the reps from SNAEYC, RAEYC and the student chapters.

Finance – Betsy Fox is chair and members are Connie Zeller and the RAEYC and SNAEYC treasurers.

Committees were given time to meet.

The group adjourned at 6:00 p.m.

Minutes - Day 2
September 13, 2007

The group resumed their regular business at 8:30 a.m. (As opposed to monkey business the night before).

Catherine has the strategic plan on one document that can be put on the web for access throughout the year.

Margot directed the group to meet in the same committees as Day 1, streamline the brainstorming from the previous day if necessary, and report back to the large group.

Professional Development Objectives and Action Steps

Objective #1 – Collaborate with organizations: Cooperative Extension, Registry, Children’s Cabinet, UNLV CCPD (?) to collect data and determine trends in Professional Development.

Action Steps:

1. Compile data – compare & contrast
2. Determine topics of interest
3. Determine best mode of delivery for instruction

Objective #2 – Expand training opportunities through coordinating and collaborating with statewide agencies and/or organizations.

Action Steps:

1. Compile list of qualified, available trainers for rural trainings
2. Research funding for trainer’s stipend and per diem
3. Train trainers in rural areas

Objective #3 – Professional Development Committee will meet at least 3 times per year.

Action Steps:

1. Annual Conference
2. Conference call
3. Retreat

Objective #4 – Collaborate with Development Committee to provide yearly Professional Development opportunity (in city opposite of state conference).

Action Steps:

1. Aid and support development committee as needed

Development Committee Objectives and Action Steps

Objective #1 – Develop and present annual Professional Development Day

Action Steps:

1. Research speaker/presenter
2. Determine date and location
3. Request budget
4. Determine distribution of cost and profit
5. Work with local affiliate, State Professional Committee, and local Student Member Section.
6. Advertise

Objective #2 – Explore fundraising opportunities

Action Steps:

1. Collaborate with state agencies and membership committee

Membership Goals, Objectives, and Action Steps

Note: The goals have been condensed to one (1) goal and three (3) objectives

3 Year Goal – Develop a broader, more inclusive membership base and increase retention rate of existing members

Objective #1 – Identify and recruit diverse ECE Professionals in Nevada

Action Steps:

1. Distribute Spanish brochures
2. Provide membership materials at state and local events and activities
3. Evaluate needs of specific target groups and ways to support meeting those needs (i.e. bilingual, male, home care, K-3 public school teachers, students)

Objective #2 – Develop a plan to retain and celebrate current membership

Action Steps:

1. Hold a new member activity event at annual conference
2. Recognizing membership milestones (list names and years in NAEYC/NevAEYC in newsletter, provide conference ribbons with number of years in NAEYC/NevAEYC, recognize members of various levels before conference keynote)
3. Track/survey member retention
4. Coordinate with local affiliates reasons for non renewals

Objective #3 - Collaborate with Development Committee to seek funding for membership scholarships

Action Steps:

1. Support and promote PDD
2. Apply for the Value of Membership Grant

Finance Goals, Objectives, and Action Steps

Goal #1 – Follow accepted financial and business practices

Objectives – File tax return on or before due date
Professional audit completed annually
Monitor progress of 501 c3 status

Action Steps:

1. Give monthly reports
2. Developing Requests For Proposals
3. Up to date records

Goal #2 – Manage TEACH finances

Objectives: Seek additional grant funding for TEACH program
Complete fiscal manual (to comply with TEACH NC requirements)

Action Steps

1. Hire bookkeeper
2. Explore VISTA Program opportunities or hire grant writer
3. Sponsor grant training

Goal #3 – To increase revenue of NevAEYC

Objectives: Explore use for reserves
Increase revenue of conference through attendance, donations, and sponsors
(Long-term) Explore new program RFPs

Action Steps:

1. Grant/Scholarship ideas (Giving back to the community)
2. Student internship for marketing/public relations (Denise Tanata-Ashby)

Pre-Conference and Conference Update

Catherine reported the two keynotes have been selected for the Pre-Conference Day. They are Dr. Samuel Meisels, Erikson Institute President speaking on Appropriate Assessment for Young Children and Sarah A. Mulligan speaking on DEC Recommended Practices in Inclusive Early Childhood Classrooms. All of the information is available on the NevAEYC website: www.nevaeyc.org

John Archambault and Frank Leto will be the keynotes on Friday and Saturday. A second conference meeting will be held this week. Some of the fees may be raised. A discussion ensued to determine if presenters should be required to pay a fee. The cost of the mixer may be included in the registration fee. The preliminary call for proposals is now on the website. The conference will be held at the South Point Hotel on April 10th – 12th, 2008.

E-Voting

All e-votes need to be included in the written minutes.

2008 NevAEYC Board Meeting Schedule

A list of dates and possible locations was distributed and discussed. The schedule will be as follows:

- January 16th, Las Vegas, Business
- February 20th, Reno, Guest Speaker – Margot, Head Start
- March 19th, Committee Meetings
- April 10-12, Las Vegas State Conference
- May 21st, Reno, Business
- June 18th, Las Vegas, Guest Speaker
- July 16th, Committee Meetings
- August 20th, Reno, Business
- September 10th & 11th, Annual Retreat, Zephyr Point
- October 15th, Committee Meetings
- November 12th, Las Vegas, Business

Reports of Committees (Please refer to the Master Strategic Plan)

Newsletter deadlines:

- Oct 15
- Jan 15
- April 15th
- July 15th

Please send Crystal any articles to be included in the newsletter.
2008 Technical Assistance Plan

Betsy moved and Catherine seconded a motion to use the “Fast Cash” option for 23 points. Crystal will research the possibility of also using Option 14, Data File. If it is a one shot deal, Betsy amended the motion to use 25 points for the “Fast Cash” option. The executive committee will work with Crystal to make the final decision.

Margot instructed the committee chairs to transfer completed work on the matrix and email to Catherine by October 2nd. Peggy will email the minutes and group directory to all.

Christine thanked all of those attending the retreat for their hard work and dedication and thanked Margot for doing an excellent job facilitating.

A very successful and productive retreat adjourned at 1:30 p.m.

Respectfully submitted,
Peggy Pulver
Acting Secretary