**Tuesday, July 23, 2019, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:****P = Present A = Absent E = Excused**

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| **Chair:** Andrew Fangman **P** | Tasha Wall **E** |
| **Vice Chair**: Pr. Aleese Baldwin **P** |  |
| **Treasurer:** Brad Spratt **P** |  |
| **Secretary**: Jody Riibe **E**  |  |
| Jerri Robison **P** | Director: Whitney Howell **P** |
| Scott Dahlke **P (came in @ 12:08)** | Staff: Debbie Boos **P** |
|  | Minutes completed by Admin Coord |

 | **Meeting:** Board Meeting**Location:** 1422 Houser St.Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Fangman at 12:00 with introductions.
2. **Approval of Consent Agenda:** No changes were made. Spratt moved to accept the agenda and the minutes from 6/18/2019, second by Robison. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Spratt moved to accept the Executive Committee’s recommendation to approve payment, second by Baldwin. Unanimously approved.
5. FY20 Administrative Support Agreement: The IPERS contribution was added to the agreement. Robison moved to accept the amended agreement, second by Spratt. Unanimously approved.
6. Muskie Jump Rental – Community Block Party: The Block Party will be held Friday, September 1. ECIMC will again sponsor a bounce house. A large bounce house from Muskie Jump Inflatables will cost $350.00. Spratt moved to approve funding this, second by Baldwin. Unanimously approved.
7. ECI Association of Boards Pledge: Howell presented the membership pledge for the Association of Early Childhood Iowa Area Boards. Our membership fee is $408.00 per year with the option to raise funds from private donations to go toward this lobbying effort. Spratt has pledged $50.00 and Robison expressed interest also. Robison moved to accept the membership pledge, second by Baldwin. Unanimously approved.
8. Fall Institute Attendance and Purchase: Howell asked the Executive Committee to approve the funds for the IAEYC Fall Institute in October. Spratt moved to accept this request, second by Robison. Unanimously approved.
9. Scholarship for Durant Preschool Student: The director in the Durant area has asked ECIMC to co-fund a preschool scholarship for a family living in Muscatine but attending Durant preschool. The reasons for approving are this family meets our requirements for the scholarship and we tend to struggle to use all the funds for preschool scholarships. A discussion will be held at a future meeting to discuss the amount we fund for this scholarship. Baldwin moved to approve the preschool scholarship for this family, second by Robison. Unanimously approved.
10. **Director Professional Development Plan**: Howell presented her Professional Development Plan for the upcoming fiscal year. She plans to focus on telling the ECIMC story and building awareness and its purpose through attending various conferences and trainings. She is also hoping to implement an on-line RFP process. Spratt suggested that we have a back-up system that automatically backs up our files that are on the computer.
11. **FY19 Carry Forward**: Howell presented the FY19 carry forward by individual program. Overall, School Ready carry forward was 5.4% and Early Childhood was18.2% for a total FY20 budget of $403,191.
12. **Regional ECI Event – September 13**: All board members, local boards, representatives from our funded programs are invited to this event, as well as state representatives. It will be held at the Johnson County Extension Office 10:00 to noon. The theme is “We are ECI.” As soon as invitations are finalized, Howell will send those out.
13. **Board Membership & Conflict of Interest Forms**: Conflict of interest forms were given to each board member who attended. We also need at least 3-4 new members. Afi is going to nursing school and will no longer be serving. We need parent/grandparent and education representatives.
14. **Director Update**: Howell reported that the office move to Muskie Early Learning Center went smoothly and everything is going well.
15. **Open Forum**: Community members and board members are welcome to speak to topics not on the agenda. The board cannot take action on topics brought up during this time.

Need for Diapers: Baldwin announced that several congregations are coming together in order to facilitate the constant need for diapers. They are trying to get community partners together to coordinate and streamline this effort and to research the root cause. They are meeting on Friday, August 9, at noon at the First Presbyterian Church. Christy Roby Williams asked that a communication be sent from ECIMC to contracted providers regarding this.

Allowable Adjustment Line Items/Unallocated funds: Christy also asked about negotiating certain items in our contract, particularly allowable adjustment line items in order to allow more flexibility between line items, such as other funders’ contracts allow. She also asked about any unallocated funds that could possibly be used throughout the community. Our funding is too tight. We have had to cut programs in recent years.

Our guests today included Cheyenne Driscoll and Christy Roby Williams.

1. **Next Scheduled Meeting:** The next board meeting is on **August 20, 2019**, 12:00 pm -1:00 pm at 149 Colorado St., Muscatine, IA.
2. **Adjournment:** With no further business and no objections, Fangman moved to adjourn at 12:24, second by Robison. Unanimously approved.