

## OCAEYC BOARD MEETING MINUTES

Marilee Cosgrove, Secretary

Board Meeting Date: February 4, 2021

Location: Zoom Meeting ID: 279 742 2284

Passcode: ocaeyc

Commencement Time: 6:30 pm

<p><b>1. Meeting Opening 6:32</b></p> <p>1.1 Introductions/Roll Call by Secretary - Marilee Cosgrove</p> <table border="0"><tr><td>Ana Page</td><td>Melissa Dahlin</td></tr><tr><td>Beth Odom</td><td>Melissa Wheelahan</td></tr><tr><td>Hannah Thompson</td><td>Nancy Dayne</td></tr><tr><td>Kim Diaz</td><td>Sandy Avzaradel</td></tr><tr><td>Krista Murphy</td><td>Sarah Shawesh</td></tr><tr><td>Maria Michea</td><td>Shana Chance</td></tr><tr><td>Marilee Cosgrove</td><td></td></tr></table> <p><b>Absent:</b></p> <p><b>Guests:</b></p> <ul style="list-style-type: none"><li>Brittany Grewitt</li><li>Katy Nachbaur</li><li>Janet Deusenberry</li><li>Stephanie Setmire</li><li>Trang Lai</li></ul> <p><b>Electing Treasurer President Elect</b></p> <p>1.2 Meeting Norms</p> <p>1.3 Approval of Agenda</p> <p>1.4 Approval of Minutes</p> <p>1.4.1 <a href="#">11.29.20 Minutes</a></p> <p><b>Motion to Approve Agenda:</b> Sarah Shawesh</p> <p><b>Second:</b> Ana Page</p> <p><b>Approved:</b> Unanimous</p> <p><b>Motion to Approve Minutes:</b> Sandy Avzaradel</p> <p><b>Second:</b> Melissa Wheelahan</p> <p><b>Approved:</b> Unanimous</p>	Ana Page	Melissa Dahlin	Beth Odom	Melissa Wheelahan	Hannah Thompson	Nancy Dayne	Kim Diaz	Sandy Avzaradel	Krista Murphy	Sarah Shawesh	Maria Michea	Shana Chance	Marilee Cosgrove		<p>5 min.</p>
Ana Page	Melissa Dahlin														
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Krista Murphy	Sarah Shawesh														
Maria Michea	Shana Chance														
Marilee Cosgrove															
<p><b>2. Reports of Committee Chairs</b></p> <p>2.1 Interest Groups Report by Chair- Maria Michea</p> <p>Goal:</p> <ul style="list-style-type: none"><li>● <b>To be presented</b><ul style="list-style-type: none"><li>○ 2.1.1 Interest Group report<ul style="list-style-type: none"><li>1. Covid 19 FCC Covid Sharing Group.</li><li>2. Posted registration link for March conference and available scholarships.</li></ul></li></ul></li></ul>	<p>5 min.</p> <p>5 min.</p>														

<p>3. Applying for Family Child Care grant.</p> <ul style="list-style-type: none"> <li>● Orange County Reggio Roundtable <ul style="list-style-type: none"> <li>1. MOU OCAEYC Fiscal agen.t</li> <li>2. Workshops August/September, Teaching in Unprecedented Times, next event March, Free to OCAEYC members \$5 to non members.</li> </ul> </li> </ul>	5 min.
<p>2.2. Board Development Chair - Krista Murphy</p> <ul style="list-style-type: none"> <li>● <b>To be presented</b> <ul style="list-style-type: none"> <li>○ 2.2.1 <a href="#">6 Methods of Voting</a> <ol style="list-style-type: none"> <li>1. Krista provided quick tips for the Robert Rules of Order process for voting.</li> <li>2. Since we are representing membership at large we use a different format.</li> <li>3. Chair has discretion for a ballot vote if there was a sensitivity to a topic for voting. Board members can request a ballot vote.</li> <li>4. Further Board update on how to vote by ballot online for confidentiality,</li> </ol> </li> </ul> </li> </ul>	10 min.
<p>2.3. Financial Report by Treasurer - Melissa Wheelahan</p> <p>Goal:</p> <ul style="list-style-type: none"> <li>● <b>To be presented</b> <ul style="list-style-type: none"> <li>○ 2.3.1. <a href="#">December Financials</a> <ol style="list-style-type: none"> <li>1. Provided document of December financial position/statement.</li> <li>2. Combined staff salaries as one line for bookkeeping purposes, per request will provide breakout for positions-Fund Development and Admin Assistant.</li> <li>3. Conference committee will report on attendees.</li> <li>4. Reminder to complete volunteer hours 2019-2020 excel form.</li> <li>5. Working with an accountant to set up appropriate accounts.</li> </ol> </li> </ul> </li> </ul>	10 min.
<ul style="list-style-type: none"> <li>● <b>Action item</b> <ul style="list-style-type: none"> <li>○ 2.3.2. Vote to approve agreement w/ First 5 OC for \$5,000 conference scholarship grant</li> </ul> </li> </ul> <p><b>Motion to Approve:</b> Melissa Wheeahan, Approve \$5,000 from First 5 OC for conference and signature authority to sign contract.</p> <p><b>Second:</b> Krista Murphy</p> <p><b>Abstain:</b> Crisinta Blevins</p> <p><b>Approved:</b> Unanimous</p>	15 min.
<p>2.4 Fund Development - Sandy Avzaradel &amp; Shana Chance</p> <p>Goal:</p> <ul style="list-style-type: none"> <li>● <b>To be discussed</b> <ul style="list-style-type: none"> <li>○ 2.4.1 FD <a href="#">Report</a> <ol style="list-style-type: none"> <li>1. Per November minutes, 100% Board giving by 1/31/21 reminder to Board members.</li> <li>2. Krista and Shana will set up a member meeting to discuss how to approach Board giving.</li> <li>3. Shana presented strategies for fund development. Link will be provided. <ul style="list-style-type: none"> <li>● Earned Income i.e. drawing during Week of Young Child, fiscal agent for organizations, posting job opportunities for a fee, etc.</li> <li>● Other: Individual &amp; Board Giving, point of sale events, individual giving, promote donation button on website and social media.</li> </ul> </li> </ol> </li> </ul> </li> </ul>	

- Send information to membership as well as listserv 3 x per year, promote Giving Tuesday, WOYC and at the end of the calendar year.
  - Stewardship-keep donors engaged and informed of OCAEYC
  - Increase membership/new and retention.
  - Grant applications.
  - Events: Annual Conference, stewardship events, Amazon Smile
4. Sponsorship for conference:
- Applied Medical \$2,500
  - Extraordinary Life \$250
  - Zero-3 contacted and Sandy will follow up
  - Lakeshore will donate large items instead of money, follow up.
  - Shana will continue to research and follow up with Point of Sale event coordination.

#### 2.5 Presentation by Advocacy & Public Policy Chair - Hannah Thompson

Goal:

- **To be presented**
  - 2.5.1 [Report](#)
  - 2.5.2 Advocacy plan re: Masterplan - Hannah, Sandy, Ana, Cristina
    1. Refer to report on CA Bills currently following and Governor's 2021-22 Budget link provided.
    2. Last day for new bills February 19, 2021.
    3. NAEYC shared documents navigating the pandemic.
    4. Consideration- merging committee with CAEYC to strengthen position, voice, and support to the community.

#### 2.6 Membership Report by VP - Sarah Shawesh

Goal:

- **To be presented**
  - 2.6.1 Membership Team [Report](#)
    1. Link to report to review document.
    2. 504 members/6 family memberships.
    3. Awards and grants launched 3 weeks ago-39 applicants- 33 are members. Reached out to the 7 non members.
    4. Melissa Dahlin/Nancy dayne
      - Coffee and Conversation-6 registrations
      - Book Club with equity statement strategies to increase attendance to receive perspectives from the field.
      - Poll out on social media- ideas for the next meeting following the conference. Will advertise the event at the conference.
      - Guest speakers focused on mental health. Free raffle ticket for attending.
      - Possibility to provide a greet and meet for non members to encourage to become members with Board members taking turns co hosting events.
      - Brick Consulting Professional Development 11 registrations

5. Communications: Link provided

- Beth Odom-Member Newsletter email after the conference which will include conference wrap up, end of March.

## 2.8 Presidents Report by Cristina Blevins

Goal:

- **To be presented**

- a. 2.8.1 [President's Report](#)

1. Presented and link provided for reference.
2. Conference: 12 registrants, 25 scholarships
3. A new flyer to be forward to listserv and bombard on social media
4. Speakers include Spanish every session as well as some workshops in English with Spanish translation.
5. Volunteers 2-3 volunteers per session-23 volunteers each session
6. Board to assist with a session.
7. Form link in agenda.
8. Practice dry run prior to the conference.
9. Think Together will provide 25 volunteers.
10. Colette coordinating the schedule.

- b. 2.8.2 Conference Report

1. Board volunteers [form](#)
2. Scholarships from F5 (25 registered so far)

- **To be discussed**

- a. 2.8.2 FCC grant opportunity

1. Community Action Partnership of Orange County-\$15,000
2. First 5 OC-\$15,000
  - Provides cohort training of 20-25 providers with technical assistance, i.e., Child 360, WestED, CHS, etc, and other experts in the field.
  - First 5 OC match for technology for the providers and stipends.
  - Reach out to centers that are closed.
  - Email vote to accept grant and action plan.
  - Reminder 1099 for stipends and use gift cards rather than actual funds

- b. 2.8.3 Week of the Young Child

## 3. Unfinished Business

3.1 [Board Outside Committee Participation Document](#) – Melissa Wheelahan

3.2 [Vision](#) Statement edit - Cristina, Ana, Krista

- Updated vision statement to reflect current issues and needs.
- Voice of the field representing the workforce and professional organizations and programs.
- Discussion on creating talking points highlighted for the audience. Thoughtful and intentional when interfacing with groups.
- Submit to organization members for review. Diversity, equity, inclusion, and

15 min.

<p>professionalism.</p> <ul style="list-style-type: none"> <li>● Voting will be on the next agenda.</li> </ul>	
<p><b>4. New Business</b></p> <p>4.1 Diversity &amp; Inclusion Chair vacancy &amp; term limits to add to slate in the spring</p> <ul style="list-style-type: none"> <li>● Krista will put out a call to the nominating committee.</li> <li>● Next steps to fill the position. Members at Large meet the current needs of the organization, appointed position.</li> <li>● Add information in the next newsletter which will include Board nominations and members at large.</li> <li>● Term limits for appointed Board members. Members at large serve for 1 year and can be reappointed indefinitely.</li> </ul>	5 min
<p><b>5. Open Forum</b></p> <ul style="list-style-type: none"> <li>● Professional Development and Fund Development: If do not need a vote for approval, statement slides can be included at the conference</li> <li>● Policy NAEYC Ana and Hannah will update</li> </ul>	
<p><b>6. Meeting Finalization</b></p> <p>6.1 Next Steps</p> <p>6.2 Next Meeting:</p> <ul style="list-style-type: none"> <li>● Thursday, March 18, 2021</li> <li>● Thursday, May 20, 2021</li> </ul> <p>New Dates: April 15, 2021, June 17, 2021</p> <p>Adourn: 8:16 pm</p>	5 min.