

BOARD MEETING MINUTES

Board Meeting Date: November 19, 2020
 Location: Zoom Meeting ID: 953 3327 9714
 Passcode: ocaeyc
 Commencement Time: 6:30

<p>1. Meeting Opening-Started 6:33 pm 1.1 Introductions/Roll Call by Secretary - Marilee Cosgrove</p> <p>Attendance: Ana Page Maria Michea Beth Odom Melissa Dahlin Hannah Thompson Melissa Wheelahan Kim Diaz Sandy Avzaradel Krista Murphy Sarah Shawesh Marilee Cosgrove</p> <p>Absent: Nancy Dayne, Wendi Evans</p> <p>Members in Attendance: Carly Bedard Collette Fairchild</p> <p>1.2 Meeting Norms</p> <p>1.3 Approval of Agenda Motion to Approve: Melissa Wheelahan All Approved</p> <p>1.4 Approval of Minutes 1.4.1 9/17/20 Minutes</p> <p>Motion to Approve: Krista Murphy All Approved</p>	<p>5 min.</p>
<p>2. Reports of Committee Chairs 2.1. Board Development Chair - Krista Murphy</p> <ul style="list-style-type: none"> ● To be presented <ul style="list-style-type: none"> ○ 2.1.1 Robert’s Rules Tip <ol style="list-style-type: none"> 1. Link to the agenda on focus area for Robert Rules 2. Bylaws & policies and procedures, Kirsta provided a link to the Standing Rules for discussion points on processes when rules need to be changed 3. Wendi Evans is stepping down and OCAEYC will formally accept resignation, which will be effective November 19, 2020. <p>2.2. Financial Report by Treasurer - Melissa Wheelahan</p>	<p>5 min.</p> <p>10 min.</p>

<p>Goal:</p> <ul style="list-style-type: none"> ● To be presented <ul style="list-style-type: none"> ○ 2.2.1. Sept and Oct Financials ○ 2.2.2. The Finance Committee is proposing a new 20-21 budget based on having to adjust conference and staffing budgets. Please review. The budgets changed were: Exec Dir, Conference, and OCAEYC PL. We added a line item for Fund Development Director and Admin Staff (under staff). New budget to be voted on-2020-2021 OCAEYC Revised Budget <ol style="list-style-type: none"> 1. September & October financial report available for Board review and comments. 2. Adjusting the budget due to the new 2021 conference budget due to pivot from in person to virtual. 3. Adjustment to salaries past Executive director and distributed to Administrator and Assistant. ● Melissa Wheelahan Motion to accept budget as written and approve 20-21 budget modification. Approval not required. ● Action item <ul style="list-style-type: none"> ○ 2.2.3. Add Sarah Shawesh to the checking account ○ Motion: To modify policies and procedures that VP of Membership has signatory access as a 3rd person, to the bank on the account due to the signature requirement. 	<p>20 min.</p>
<p>Motion to approve: Melissa Wheelahan Motion to approve second: Sandy Avzaradel All Approved</p>	
<p>2.3. Fund Development Chair - Sandy Avzaradel</p>	<p>5 min.</p>
<p>Goal:</p> <ul style="list-style-type: none"> ● To be discussed <ul style="list-style-type: none"> ○ Board Giving: Board members give to the organization an amount comfortable Common for boards/organizations goal 100% board giving. Melissa developing blurb/form for members. Different platforms for paypal for recurring gifts etc. Linked to OCAEYC account. ○ Fund Development Plan <ol style="list-style-type: none"> 1. Discussed conference fees to support revenue/fund development. 2. Often when applying for grants, the Board giving is a requirement as supports the organization. Complete Board giving by January 31, 2021. Checks to Melissa Wheelahan address: 27310 Nubles, Mission Viejo CA 92692 3. Asked OCAEYC position candidate to look over the fund development plan for input for ideas 4. Child 360 launch-communication breakdown-flyer was sent and waiting for social media posts. 5. Registration: 3 pending 2 memberships and 1 paid event (new) 6. Child 360 will advertise. May not be a money maker at this time due to free opportunities in the time of covid. 	<p>5 min. 7 min.</p>

2.4 Membership [Report](#) by VP - Sarah Shawesh

Goal:

- **To be presented**

- 2.4.1 Humans of OCAEYC
Diversity of field, Early Childhood Professionals focus on who are our members and what the needs of the field. Request call 5 general members to check in to hear their story, their journey in the field; ask if they would like to be highlighted on our social media; thank them for their membership.
Highlight and understand diversity of membership
Partnership with advocate Hannah and Sarah mentor general membership 1 hr of time per month interested contact Sarah
- 2.4.2 [Mentor Program](#)
 1. Membership services by Chair – Melissa Dahlin
 2. Unfinished Business: Rejoinder to take survey on interests (17) free PD etc. networking links to PD and Coffee and Conversations. I.e. how to meet the needs of those entering the field.
 3. Drawing on the expertise on the members/Board to support the needs of membership. Builds a sense of community at different levels of engagement.
 4. Planning roll out for 2021-22. Teacher talks. Reach out to Melissa Wheelahan as organized in the past. Categories etc. developed a presenter list.
 5. Professional Development by Chair – Nancy Dayne Absent

- **To be reviewed in membership report:**

- 2.4.7 Last PD made \$356 according to Constant contact, 30 were already members, 8 were not.
- 2.4.8 Finishing up the year with coffee and conversations this November, and then January, March and May; Future PD in February and April (April on father involvement.)
 1. Communications Report by Co-Chairs – Beth Odom & Kim Diaz
 2. Email blasts etc contact Beth or Kim at communications@ocaeyc.com 48 hours response
 3. Working collaboratively to coordinate all publicity requests for programs.
 4. Reviewing websites and considering being user friendly on what is ECE and who we are...looking at a community wide lens and perspectives to extend information and create connections.
 5. Feedback/questions as well as feedback in general.
 6. Highest area of traffic home page, about us, contact us and professional development. Events/Award/Contact
- 2.4.9. Website updates & requests
<https://padlet.com/sshawesh/vsqhgqkhqz4tjw6a>

2.5 Interest Groups [Report](#) by Chair- Maria Michea

Goal:

- **To be discussed:**
 - Diversity languages
 - Presented report/document available
 - TK ability to participate in interest groups
 - Reach out to PTA/PTO
 - Sarah works with Miche/translation and outreach
 - Survey Questions/Report
 1. Collaborate with OCDE/FCC partnership with OCAEYC to support OCDE work surveys to providers
 2. Highest priority is for the business side and outline support services
 3. Free Reggio training for OCAEYC members
 4. PD FCC Integrated with OCAEYC members

2.6 Presidents [Report](#) by Cristina Blevins

Survey asking providers what they needed received 440 results in English and Spanish Membership opportunity data is available to utilize as a driver for committee work.

Goal:

- **To be discussed**
 - Survey results, next steps
 - Sandy share survey results 800]Kirsta easy to read charts
 - Message Emergency Task force Members to community providers
- **Action item**
 - Extend an offer to Shana Chance to fill the Fund Development Officer position effective Dec. 1, 2020
 - Interview process with Assistant
 - Presented to Board prior to formally offer of position

2.7 Conference [Report](#) by Collette Fairchild

- Theme: Living the New Normal-Tweaking Techniques
- Saturday, March 6, 2021 9:00 am to 5:00 pm
- Requesting feedback from the Board
- Focus at present: Collaboration with Sandy Avzaradel on sponsorship and vendors to send out ASAP with a social media save the date for Virtual Conference
- Call for presenters Virtual Conference add platform will be using for presentations
- Week long access to all the presentations. Examining timeframe, cost factor, ability to access.
- Each workshop will have a link to the session-30-45 minute sessions. 15 minute break every hour. \$79 non member with standard membership \$30 member extra \$20 for week access to workshops (standard & premium members) take back to committee for discussion.
- Melissa Wheelahan and Sarah Shawesh will attend next meeting regarding budget and overview of projected conference costs and at <https://padlet.com/sshawesh/vsqhgqkhqz4tjw6a> attendance fee.

<p>3. Unfinished Business</p> <p>3.1 Communications Policy – Beth Odom</p> <ul style="list-style-type: none"> ● Policy development for OCAEYC new staff and others <p>https://www.uschamberfoundation.org/reports/untapped-potential-economic-impact-childcare-breakdowns-us-states contracted personnel.</p> <ul style="list-style-type: none"> ● Presented tips on etiquette for writing and responding to emails as an outline for protocols <p>3.2 Board Committee Participation Document – Melissa Wheelahan</p> <p>3.3 Membership survey data results -- Melissa Dahlin</p> <ul style="list-style-type: none"> ○ 3.3.1 How those results will turn into action steps ○ 3.3.2 Resource tool ○ 3.3.3 Event Process Document 	<p>15 min. https://padlet.com/sshawesh/vsqhgqkhqz4tjw6a</p>
<p>4. New Business</p> <p>4.1 Board Meeting Prep Policy – Cristina Blevins</p> <p>4.2 Advocacy Board Policy - Hannah Thompson</p> <ul style="list-style-type: none"> ● OCAEYC elections/statement - Beth posted on website ● Waiting on Hero’s act next Coronavirus stimulus package ● Pushing for childcare #savechildcare ● Head of public policy advocacy at NAEYC to extend survey on public policy platform ● Mid December going on website on how to build a strong public policy platform and team spaces for diversity and equity 	<p>10 min</p>
<p>5. Open Forum</p> <ul style="list-style-type: none"> ● Guide for External Communication XXXXX Can put into policies and procedures. Kirsita Murphy will look into it. ● Group review and finalize on guidelines for external communications. Will vote at the next meeting. ● Melissa Dahlin: Add names to committee, external community Boards and committees. The point of the chart is to view the span of involvement and engagement and identify interests/needs. ● CARES ACT funding grants the first day of applications \$5 million and went back to the county and received an additional \$5 million in funding. . ● Mentor Group: Holiday ● Ideas for Meeting dates, time change. Board announcements 2nd Thursday of the month 	<p>10 min.</p>
<p>6. Meeting Finalization</p> <p>6.1 Next Steps</p> <p>6.2 Next Meeting:</p> <ul style="list-style-type: none"> ● Winter Retreat? <p>Examine our current mission and strategic plan with a focus on OCAEYC’s role in:</p> <ul style="list-style-type: none"> ○ Elevating the voice and influence of ECE professionals from all settings, in the development of laws, policy, systems and projects that affect our profession. 	<p>5 min.</p>

- Empowering ECE professionals to provide, defend and advocate for DEI/DAP and the rights of children (professional best-practice)
 - Modify mission and strategic plan as needed to better focus on (1), with attention paid to identifying what OCAEYC will do directly vs what can be left to other orgs (with OCAEYC in advisory role)
- Thursday, January 21, 2021
 - Thursday, March 18, 2021
 - Thursday, May 20, 2021

https://ocde.co1.qualtrics.com/jfe/form/SV_9pNcFk0hx00jL81

<https://www.dummies.com/careers/business-skills/roberts-rules-for-adopting-amending-and-suspending-rules/>

Doodle

Adourn at 8:34 pm