

NEW MEXICO HEAD START ASSOCIATION  
 QUARTERLY BOARD OF DIRECTORS MEETING  
 November 3, 2016  
 Submitted by: Crystal Pena, NMHSA secretary

MEMBERS PRESENT: Molly Sanchez, Amanda Smith-Gibson, Ben Graessle, Crystal Pena, Donna Johnson, Joseph Griego, Maria Cabral, and Gloria Lopez

MEMBERS EXCUSED: Frank Montano

VISITORS: Erica Stubbs

VACANT MEMBER: Parent (1), Friend (1)

TOPIC	DISCUSSION	STATUS
Call to Order	Meeting was called to order by Amanda Smith-Gibson at 5:33pm	Closed
Roll Call/Introductions	Roll call was taken and a quorum was established	Closed
Adoption of agenda	Changes to agenda: Add- Open Discussion A. Appointment for Parent Vacancy 1 <sup>st</sup> Gloria Lopez and 2 <sup>nd</sup> Donna Johnson motioned to approve	Closed
Approval of 7/27/16 minutes	1 <sup>st</sup> Joseph Griego and 2 <sup>nd</sup> Molly Sanchez motioned to approve	Closed
<b>Committee Reports:</b> <ul style="list-style-type: none"> <li>• <b>A. Treasurer’s Report</b></li> <li>• <b>Budget Committee Report</b></li> <li>• <b>C. Region VI Board Report</b></li> </ul>	<ul style="list-style-type: none"> <li>• Report given by Donna Johnson (see treasurer’s report given by Donna), Joseph Griego motions to accept preliminary treasurer’s report until we get exact numbers after 2016 state conference has been taken care of. Maria Cabral 2<sup>nd</sup> the motion all in favor, motion carries.</li> <li>• No report-On hold until further notice</li> <li>• Gloria did not attend last Region VI Board meeting-report not given, Gloria explained that she is Director Representation for Region VI board if unable to attend alternate Director Beverly Montoya who has retired and could not represent NMHSA. Gloria motions Amanda Gibson-Smith to become the alternate Director representation for the Region VI board, Molly Sanchez 2<sup>nd</sup>, all in favor motion carries. Maria Cabral is parent representation for New Mexico,</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>D. Membership Committee Report</b></li>   <li>• <b>E. Scholarship Committee</b></li>   <li>• <b>F. Dollar Per Child Campaign</b></li>   <li>• <b>G. Various Board Representation</b></li> </ul>	<p>still need parent alternate, and Shanna Brazil-Perea from PMS is staff representation and still need staff alternate. Friend representation has vacant position Ben will talk to Todd Hayes to see if he can be the friend representation. Maria Cabral motions for Donna Johnson to be the staff alternate for the Region VI board, Joseph Griego 2<sup>nd</sup>.</p> <ul style="list-style-type: none"> <li>• No report given</li>   <li>• No report given-on hold until further notice</li>   <li>• Amanda will request public record for the dollar per child from NHSA to gather what New Mexico has contributed.</li>   <li>• Report given by Erica Stubbs from the ELAC board, concerned about the LFC report and how they respond on how Head Start is not working. Erica recommends to put together a group document of each program (child outcomes data, how many served, uniqueness of the programs that makes us different). Erica recommends the all grantees send their programs information to her and she will compile to write a report, directors of all grantees attend the LFC meeting first week of December to present the report. Then go back to our community and distribute to all our representatives. Joseph Griego commented that Ron Herdend with Nike Leadership Academy to see if they are still Erica recommends to create a market for head start so when our logo is out wherever we are throughout the state we will be recognized that head start is viable. Joseph Griego moves a motion to request template from Erica to gather program data to submit to LFC, Molly Sanchez 2<sup>nd</sup>. Molly Sanchez offered to contact tribal Head Starts to gather data. Erica requests information given to her by November 21<sup>st</sup> so she has time to compile information.</li> </ul>	
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<ul style="list-style-type: none"> <li>• <b>Nominations of new Treasurer</b></li>   <li>• <b>F. Conference Planning</b></li>   <li>• <b>Unfinished Business</b></li>   <li>• <b>Other-Open Discussion</b></li> </ul>	<ul style="list-style-type: none"> <li>• Gloria Lopez motions to nominate Donna Johnson as the treasurer, Molly Sanchez 2<sup>nd</sup> motion. All in favor, Donna Johnson is NMHSA treasurer.</li>   <li>• 2017 Conference will be in Las Cruces, Amanda will need to double check calendar</li>   <li>• PAL Planning-Gloria and Crystal will still be the chair of planning committee and will address Baja Rankin regarding the public policy and detaching Head Start so we can continue to keep the PAL as a head start advocacy training.</li>   <li>• Tax Status-We have received final approval and NMHSA is now operating as a legitimate board through the IRS. Donna is recommending to contract with a CPA to complete NMHSA Form 990 annually. Crystal Pena motions to contract with a CPA to complete form 990 Molly Sanchez 2<sup>nd</sup> motion. Gloria Lopez motions that if needed to hire a CPA to fix amended IRS 990, Molly Sanchez 2<sup>nd</sup> motion. All in favor, motion carries.</li>   <li>• Amanda appoints Maria Cabral as parent representative for NMHSA board.</li>   <li>• Molly recommends to call a special meeting to review officer positions and re-write by-laws. Meeting is set for February 8<sup>th</sup> in Albuquerque 8:00-5:00.</li>   <li>• Concern with attendance during our state conference, not sure how to address the issue and what can we do to bring the vibe back into our NMHSA state conference</li> </ul>	
Next Meeting	Next meeting January 17, 2017 at PAL, time and location will be determine by PAL planning committee.	Open
Adjournment	Meeting concluded at 7:11pm 1 <sup>st</sup> Gloria Lopez and 2nd Molly Sanchez motioned.	closed

