



Executive Committee Meeting February 18, 2010

Attendees: Angie Welsh, Ilene Britt, Joe Haenn, Michael Palmer, Leonie Gill for Eunice Sanders, Barbara VanDewoestine, Angie Welsh

Absent: Bill Bryant, Dave Clark, Ellen Reckhow

Staff: Marsha Basloe, Tina Bernardoni, Kate Irish, Sandra Roberts

The meeting was called to order at 11:07 am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes from December 17 2009, Spending Forms, 6-month Development Report and Updated Monitoring Report 	<p>Eunice had a statewide meeting and has designated Leonie Gill to represent Durham Public Schools at today's meeting.</p> <p>The Committee reviewed the items on the consent agenda: Minutes, Spending Forms, 6-month Development Report and Updated Monitoring Report.</p> <p>It was noted that board members who have not yet donated will be reminded to do so.</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Michael Palmer Second: Joe Haenn Abstain: None</p> <p>The motion passed unanimously.</p>	<p>Motion carried.</p>
<p>Finance/Audit Update</p> <ul style="list-style-type: none"> • Audit Report • Disaster Recovery Plan Update • Investment Committee Update 	<p>Marsha reviewed the audit report with the Committee and answered any questions. We have a clean audit. The management letter only spoke about a cubicle that was purchased and not tagged – none of the individual parts were required to be tagged, but the total invoice was over the required amount. We have since tagged the cubicle as part of our assets to meet the auditor's request.</p> <p>Audits are required on a yearly basis by the EHS grant. We have contracted to pay a smaller amount for an audit each year with NCPC, and this amount will be charged to the EHS grant.</p> <p>The Disaster Recovery Plan has been updated as of February 2010 to reflect the updates in technology and the backup systems in place to ensure the viability of the organization in the event of a disaster. The plan will go to the Finance Committee.</p> <p>Bill was unable to be at the meeting, so Marsha gave the Investment Committee Update as the Trustee member. There is a recommendation from the Investment Committee to change the Financial Plan and Plan Manager. The Investment Committee, chaired by Harold Sellars, manages the Partnership 401K Plan.</p>	<p>The Investment Committee moved that the Partnership change the Financial Plan to the Great West Plan and secure Richard Keeter as the Financial Advisor.</p> <p>Motion: Michael Palmer Second: Joe Haenn Abstain: None</p> <p>The motion passed unanimously.</p>	<p>Motion carried.</p>

Agenda Item	Summary of Discussion	Motion	Action
<p>ED Report</p> <ul style="list-style-type: none"> • Questions for School Board • Annual Plan for NCPC at March Board Meeting • Early Head Start Update • Governance recommendations from NCPC • Transition to Kindergarten update • Downtown Durham Child Care Project 	<p>Marsha gave her Executive Director’s report, which included the following information: A copy of the questions that will be submitted to the school board in regards to the search for the new superintendent of Durham Public Schools. The Annual Plan for NCPC will be distributed at the March Board Meeting. CHTOP is in the process of hiring people for the Durham Early Head Start Program. NCPC has recommended that all partnerships develop and maintain a succession plan in the event of an emergency absence for the CEO or a permanent transition. Marsha has worked on developing a plan, and the sample form will go to the Finance Committee in March and the April Executive Committee will then receive this information. There is a Steps to School Parent Night next week where parents can learn about literacy, math, etc. A new parent newsletter will be distributed. Both are part of the Transition to Kindergarten Plan. Marsha also reported on the Kindergarten Health Assessment project. A meeting will be held on February 25, 2010 at the Greater Durham Chamber of Commerce in downtown Durham for a second discussion on the need for child care in downtown Durham.</p>		
<p>Adjournment</p>	<p>The next Executive Committee meeting will be on April 29, 2010 at 11:00am.(Date changed due to Anniversary.)</p>	<p>It was moved to adjourn the meeting.</p> <p>Motion: Michael Palmer Second: Joe Haenn</p> <p>Approval was unanimous.</p>	<p>Meeting adjourned at 1:00 pm.</p>
<p>February 24, 2010 Executive Committee vote approved:</p> <p>Allocate the unallocated and reverted funds as follows: Funded partner requests: \$24,072, WAGES: 33,825: \$57,897 TOTAL</p>			