



## Executive Committee Meeting June 25, 2009

Members Present: Michael Palmer, Ilene Britt, Bill Bryant, Dave Clark (via phone), Joe Haenn (via phone), Debbie Pitman, Angie Welsh, Barbara VanDewoestine

Excused: Ellen Reckhow

Guests: Sammy Haithcock, Ann Thomas, Margaret Turner

Staff Present: Marsha Basloe, Tina Bernardoni, Danielle Johnson, Angelica Oberleithner

The meeting was called to order at 11:32am with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<p><b>Consent Agenda:</b></p> <ul style="list-style-type: none"> <li>• Minutes from April 16, 2009 and May 21, 2009; Spending Analysis</li> </ul>	<p>The committee reviewed the minutes from April 16, 2009 and the May 21, 2009 meeting. There were no corrections to the minutes. The committee reviewed the spending analysis.</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Bill Bryant Second: Barbara VanDewoestine Abstain: None.</p> <p>The motion passed unanimously.</p>	<p>Motion carried.</p>
<p><b>Thank You to Sammy Haithcock</b></p>	<p>Sammy Haithcock was present at the invitation of the Executive Committee to recognize Sammy's work in the community. Michael thanked Sammy for his service to Durham. Marsha added her thanks and presented Sammy with a coffee mug on behalf of the Partnership.</p>		
<p><b>Capital Development Services</b></p> <ul style="list-style-type: none"> <li>• Fundraising Assessment Report</li> </ul>	<p>Ann Thomas and Margaret Turner from Capital Development Services presented information on the Executive Summary of the Fundraising Assessment Report. Capital Development Services interviewed 20 participants who were staff members, board members, community leaders, etc who gave opinions of the organization. They looked at five aspects of the organization: Administrative Infrastructure and Volunteer Leadership, Fundraising Activities, Community Relations, Financial Management, and Technology Resources.</p> <p>The core findings are that the Partnership is well-respected in the community; however, the</p>		



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	<p>conduct and ethics that states the expectation of a board member and defines the parameter of acceptable and appropriate behavior as well as the consequences if a board member violates those expectations. The task force will review the board job descriptions and performance, establish a document that board members will sign annually that indicates a board member's understanding of their duties and responsibilities, and will, at minimum, review the Partnership by-laws, ethics, code of conduct, and other documents as determined relevant by the task force.</p>		
<p><b>ED Report</b></p> <ul style="list-style-type: none"> <li>• NCPC Monitoring</li> <li>• Early Head Start grant update</li> <li>• Transition Plan of child care Scholarships</li> <li>• CFED Conference on CSAs</li> <li>• Dr. Valora Washington, Annual Meeting</li> <li>• 15<sup>th</sup> Anniversary Year</li> </ul>	<p>Marsha updated the Executive Committee with her ED Report. Highlights of the report include: The Partnership is working on the end of year closing; the NCPC monitoring report will not be here until July; the Partnership staff are knee-deep in the Early Head Start grant (could get up to \$3 million over a two year period that will be leveraged with the county); CCSA, DSS and the Partnership meeting for the transition plan for child care scholarships; Marsha and Kate attended the CFED Conference on Children's Saving Accounts, and Marsha has a meeting scheduled with Major Bell in August to begin conversations around the proposed Mayor's plan; Dr. Valora Washington is the national speaker invited to the our Annual Meeting in October—she is part of the national Early Head Start Board; and July 1, 2009 begins the Partnership's 15<sup>th</sup> Anniversary Year.</p> <p>Marsha shared her Work Plan Results to be used for her performance evaluation if Executive Committee wanted this.</p>		
<p><b>Adjournment</b></p>	<p>The next Executive Committee meeting will be on July 16, 2009 at 11:00am.</p>	<p><b>It was moved to adjourn the meeting.</b></p> <p>Motion: Barbara VanDewoestine Second: Bill Bryant</p>	<p>The meeting adjourned at 1:08 pm.</p>