



Executive Committee Meeting July 16, 2009

Members Present: Michael Palmer, Ilene Britt, Bill Bryant (via phone), Dave Clark (via phone), Joe Haenn (via phone), Ellen Reckhow, Barbara VanDewoestine

Excused: Debbie Pitman, Angie Welsh

Guests: Harry Stephens (via phone), NCPC

Staff Present: Marsha Basloe, Tina Bernardoni, Angelica Oberleithner, Sandra Roberts

The meeting was called to order at 11:10am. Quorum was reached.

Agenda Item	Summary of Discussion	Motion	Action
<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Minutes from June 25, 2009; Spending Analysis, Fundraising Report 	<p>The committee reviewed the minutes from June 25, 2009 meeting. There were no corrections to the minutes. Marsha highlighted the information on the spending analysis, pointing out that the Partnership's reversion to NCPC has never been lower than this year at \$5,297.</p> <p>Marsha also provided a 2008-2009 Fundraising report as of June 30, 2009 showing the cash and in-kind contributions raised in the past year totaling \$125,958.95.</p>	<p>It was moved to approve the consent agenda.</p> <p>Motion: Barbara VanDewoestine Second: Ilene Britt Abstain: None.</p> <p>The motion passed unanimously with a quorum.</p>	<p>Motion carried with a quorum.</p>
<p>NCPC Monitoring Report</p> <ul style="list-style-type: none"> • Harry Stephens 	<p>Harry Stephens from NCPC called in to close out the NCPC Monitoring Report. Harry thanked Marsha and commended the Partnership staff for being so responsive. He said he has been to 8 or 9 Partnerships, and "this was the best-run Partnership that [he has] been to." Michael asked Harry to share this in writing. (This was done.) The only monitoring issue was the classification of tickets for a Valentine's Dance for \$50 which Harry said if it were an audit would be thrown out. Sandra and Marsha have corrected this. Marsha thanked Harry, noting that the elevation of minor issues like this was the whole point of the NCPC monitoring visit. It will help the Partnership continue to have a clean audit.</p>		
<p>Fundraising Assessment Study</p>	<p>The Committee discussed the ramifications of the Fundraising Capacity Assessment, noting that they wanted to understand what the Partnership's capacity is to move forward while respecting government and economic issues. Marsha pointed out that the</p>		

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	<p>Partnership would want a planning committee to identify potential donors; there is a need to determine who can give major gifts and what constitutes a major gift, etc. A Major gifts effort is moving in a new direction for the partnership. She strongly suggested that the group really look at the recommendations.</p> <p>The Committee lead by Michael discussed that an educational campaign about the importance of and science behind early childhood education is a “must do” in order to get the message into the community.</p> <p>There was discussion of developing PowerPoints and asking board members to go into the community to make presentations. A handout was developed through discussion and lead by Michael and is attached to the minutes highlighting possible next steps for a task force and/or focus group as part of educational campaigns. This will be expanded on at the August Board Meeting.</p> <p>A PowerPoint on the Fundraising Capacity Assessment will go to the full board in August for review. The board will need to determine if they want to move forward with a Major Gifts Planning Phase as recommended in the report. Resources would need to be identified for this.</p>		
Task Force Update	<p>Debbie Pitman and Diane Rupprecht have agreed to serve on the task force that will establish a comprehensive policy and procedure regarding the board code of conduct and ethics. Michael will be meeting with them shortly to help establish the path of the Task Force.</p>		
Annual Meeting & Board Retreat	<p>The Annual Meeting & Board Retreat is scheduled for October 15, 2009 at the Hamner Biotech Conference Center in the RTP. Currently, Dr. Valora Washington from Boston (who has sat on the Early Head Start National Association Board) is booked to be the guest speaker. The retreat will focus on governance as we move into our 15th year and possibly fundraising if a campaign is identified.</p>		
Board Giving Plan for 09-10 <ul style="list-style-type: none"> • Board Reception & Focus 	<p>The Committee decided to inquire at the full Board Meeting in August if anyone would like to host the Board Giving Reception in November. Marsha volunteered to host this year. The event is usually held the second week in November after the election.</p>		
ED Report	<p>Marsha reported on events provided in her ED</p>		

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<ul style="list-style-type: none"> • DSP Training for 09-10 • Legislative Budgets • Early Head Start Grant Submitted 	<p>Report, including:</p> <ul style="list-style-type: none"> • the Direct Service Providers (DPS) have received manuals that include the policies and procedures; manuals were distributed to both a program and a finance person; • the Legislative Budget is still at a 15% cut, but it is not finalized; • letters were received from the MAF State office and the Partnership has moved forward with a contract with 31 slots cut; Head Start will receive 3 additional slots rather than 34 possibly identified if we had received all 424 slots. • On July 29th, the SR/MAF Committee will meet to vote on the decision to fund slots on a tiered basis to push B-K licensing—half of the sites will go up \$10 per slot or stay the same and half will go down \$10 per slot; and • the Early Head Start Grant was submitted; the Partnership asked for \$3.7 million, but the Partnership will not receive funds from the grant for infrastructure. It will, however, provide significant funding for programming for infants and toddlers.. If the grant is awarded, the Partnership will go to the county and city to ask for support for our infrastructure. 		
<p>Performance Review of Executive Director</p>	<p>Michael will be putting together Marsha’s performance review, and this will be discussed at a later meeting.</p>		
<p>Adjournment</p>	<p>The next Executive Committee meeting will be on September 17, 2009 at 11:00am.</p>	<p>It was moved to adjourn the meeting.</p> <p>Motion: Barbara VanDewoestine Second: Ellen Reckhow</p> <p>Approval was unanimous</p>	<p>The meeting adjourned at 12:56 pm.</p>

Funding Capacity Assessment Direction Chart

<u>Setup (Task Force(s))</u>	<u>Start Up</u>	<u>Campaign</u>	<u>Feedback Loop</u>
<ul style="list-style-type: none"> • Education Campaign (“how to educate the masses?”) <ul style="list-style-type: none"> ▪ Internal (includes NCPC, DPFC Board) ▪ Key External ▪ Community/Media Plan ▪ Orientation Tour ▪ Table/Agenda Feeds ▪ Continuous Expert Feed/Research; i.e. Shonkoff • Plug Ins • Message Development <ul style="list-style-type: none"> ▪ Crafting messages – determining messengers: recipient specific, via focus groups/surveys; i.e. parent training, etc. • Data Collection/Database <ul style="list-style-type: none"> ▪ Qualitative/Quantitative data • Prospect Assessment (“Who?”) <ul style="list-style-type: none"> ▪ Qualitative/Quantitative (Heart vs. Money) ▪ Recruitment Strategy (“how to appeal to their basic instincts?”) ▪ Co-chairs • Product (How we might use \$) • Staffing • Acknowledge Competition 	<ul style="list-style-type: none"> • Timing? • Budget? • Staff/Organizational Structure? • State of Economy Assessment? 		<ul style="list-style-type: none"> • Managing Results • Report Back