

Cedar Valley's Promise Board of Directors
September 24, 2020; 3:30 pm to 5:00 pm
Zoom Meeting
Board Minutes

Agenda Item	Summary
<p>1. Call Meeting to Order 3:33 pm</p>	<p>ACTION ITEM: Kate Petersen will call the meeting to order. Time Called to Order: 3:33 pm</p> <p>Members needed for Quorum = 6 Members Present: 7</p> <p>Kate Petersen Felicia Smith-Nals Nancy Beenblossom Pat Harper Mladen Gledic Matt Moore Jamie Schroeder</p> <p>Staff: Brenda Loop</p>
<p>2. Review and Approval of Meeting Agenda 3:33 pm</p>	<p>ACTION Item: Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: Agenda 2020.09.17</i></p> <p>Motion: To approve the 9/24/20 agenda as presented.</p> <p>Made By: Pat Harper Seconded By: Jamie Schroeder Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
<p>3. Public Comment (limit of 5 minutes per person) 3:34 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any public comment.</p> <p>Guests present will be asked to introduce themselves.</p> <p>Guest: No guests present Guest:</p> <p>Public Comment:</p>
<p>4. Approval of Minutes from September 11, 2020 Meeting 3:35 pm</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the minutes of the September 11, 2020 meeting of the CVP Board as presented or as corrected based on-Board discussion.</p>

	<p><i>Reference: Minutes from September 11, 2020</i></p> <p>Motion: To approve the minutes from the 9/11/20 meeting as presented.</p> <p>Made By: Jamie Schroeder Seconded By: Pat Harper Board Discussion: none</p> <p>Outcome: Unanimously approved</p>
<p>5. Financials 3:40 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask the Board to review the financials provided before the meeting and ask if there are any questions.</p> <p>Brenda shared that she has merged some of the forms, so it is easier to understand. She also reviewed the spreadsheet and explained funding lines of income and expenditures. Brenda also shared that we should be watching the last column as to the % spent and ensure programs are spending appropriately. The financials are now placed on file and we will monitor them as we go on regularly.</p> <p><i>Reference: FY21 ECI Revenue and Expenditures (first worksheet called Revenue & Expenditures Overall)</i></p>
<p>6. Resignation of Mason Smith from CVP Policy Board 3:42 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the Board to accept the resignation of Mason Smith from the CVP Board due to time constraints.</p> <p>After the review, Kate will ask for a motion and a 2nd to approve the resignation of Mason Smith.</p> <p>The resignation of Mason puts the board membership at 10 members, 6 female and 4 male.</p> <p>Motion: To accept Mason’s resignations as presented</p> <p>Made By: Felicia Smith-Nals Seconded By: Nancy Beenblossom Board Discussion: Kate shared that we need to be looking for additional members preferably a male of color and we also need to fill a vacancy for a person of Faith.</p> <p>Outcome: Unanimously approved</p>
<p>7. Dues for Association of Early Childhood Iowa Area Boards & Advocates 3:44 pm</p>	<p>ACTION ITEM: Kate Petersen will share with the Board that an ECI director has reached out to Brenda about an association that was formed last year of local ECI directors. This association is designed to have direct contact with legislators and provides for lobbying on behalf of local ECI areas.</p>

	<p><i>Reference: Introduction to the AECIABA</i></p> <p>Kate Petersen will ask if the Board supports Cedar Valley’s Promise joining this organization and paying FY21 dues in the amount of \$954 which can be paid out of Admin allocations. An additional \$134 for lobbying is needed to be fundraised or paid privately with non-ECI dollars.</p> <p>Motion: To support CVP joining AECIAABA and pay dues required.</p> <p>Made By: Jamie Schroeder Seconded By: Pat Harper</p> <p>Board Discussion: Brenda reviewed the flyer about the Association and held discussion on how to pay the 134.00 that cannot come from ECI dollars. Discussed donations from Board and the possibility of funding we have in Veridian Bank. It was decided Brenda would investigate the Veridian account to see if that funding is possible.</p> <p>Outcome: Motion failed</p> <p>Motion: To table the joining of CVP with AECIAABA until we discover where we can get funding.</p> <p>Made By: Jamie Schroeder Seconded By: Pat Harper</p> <p>Outcome Unanimously approved</p>
<p>8. Plans for Closing Current Office Space 3:56 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the board to consider giving notice to Quakerdale about vacating the office space and Brenda working remotely from home permanently. A 2-month notice to Quakerdale is required. We anticipate cost savings from the current \$142 per month for phone and internet. An agreement will be generated between CIJDC and Brenda for a partial reimbursement of internet charges at her home. Kate is also recommending obtaining a cell phone be negotiated with CIJDC if possible and also, if possible, to keep the current CVP phone number. Additional cost savings would be \$300 per month for rent. Brenda is interested in giving notice at the end of September and vacating the office by Thanksgiving. Brenda’s family will move the needed equipment at no charge. Brenda will seek donations of office furniture like a desk and file drawers at no charge before purchasing anything.</p> <p>Motion: To proceed with Brenda closing the Quakerdale office</p> <p>Made By: Pat Harper Seconded By: Felicia Smith-Nals</p>

	<p>Board Discussion: Felicia stated that she has a space in her building that can be used if/when the Board begins meeting face to face again.</p> <p>Outcome: Unanimously approved</p>
<p>9. Revised FY21 ECI Budget 4:06 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the board to discuss changes to the FY21 budget reflecting the changed costs from going from 2 staff to 1 staff. Additional changes to the budget were increased audit costs because we paid for the FY19 audit with FY21 dollars on the recommendation of Shanell Wagler and are also pre-paying monthly toward the FY21 audit that will be completed by CIJDC at the conclusion of this fiscal year. Rent is included for 6 months if the Board supports the office being closed and an additional \$2000 was budgeted for office furniture since the furniture being used now belongs to Quakerdale.</p> <p>If motion to approve, motion also needs to include Brenda updating the budget with the State ECI office due to an error found and 1 contractor not being listed. Normally, the state budget does not need to be changed if we are just moving money around, but since a new contractor will be added due to an oversight, a new budget must be completed and submitted for approval.</p> <p><i>Reference: FY21 ECI Revenue and Expenditures (last worksheet called CVP FY21 Budget)</i></p> <p>Motion: To approve the amended budget as presented</p> <p>Made By: Jamie Schroeder Seconded By: Nancy Beenblossom Board Discussion: Brenda provided an overview of the budget both Revenues and estimated expenses for 2021.</p> <p>Outcome: Unanimously approved</p>
<p>10. Corporate Credit Card 4:12 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the Board to discuss Brenda obtaining a corporate credit card through CIJDC. There is no annual fee for this card and the monthly invoice would be paid by CIJDC with the other employees' credit card bills. Documentation will be provided to CIJDC for any purchases made. Currently, the Zoom account requires either a credit card or Paypal be used.</p> <p>Motion: To approve for Brenda to apply for a credit card through CISDC to purchase necessities.</p> <p>Made By: Nancy Beenblossom Seconded By: Pat Harper Board Discussion: This would only be used for items that Brenda may need while completing her duties. CVP does have a policy on having Credit Cards.</p>

	Outcome: Unanimously approved.
11. Workgroup for Preschool Scholarships 4:18 pm	<p>INFORMATION ITEM: Kate Petersen will ask for volunteers from the Board to join a workgroup to discuss preschool scholarships. All other areas in the state have parents apply and choose a qualifying program versus contracting directly with the preschool programs like CVP does.</p> <p>Board Discussion: Brenda shared that CVP only has 4 programs that receive this funding. In other areas the funding is open to families to apply and then they can make their choice as to where the child goes rather than only 4 options for them. Kate called for volunteers to look at this issue. The group will be Brenda, Joanne, Jamie, and Pat.</p>
12. Other Discussion or Sharing 4:22 pm	<p>INFORMATION ITEM: Kate Petersen will ask if there is any additional discussion or sharing from attenders.</p> <p>Board Discussion: Kate reported that Brenda had sent an email on re-developing the Website and she asked that we all review it and reply to her with your top few priorities. Brenda shared she was able to remove the old website so there should be no confusion.</p>
13. Adjourn 4:25 pm	<p>Motion: To Adjourn</p> <p>Made By: Jamie Schroeder Seconded By: Pat Harper Outcome: Motion unanimously approved Time Adjourned: 4:25pm</p>