

Mason County Early Learning Coalition

Tuesday, April 9th, 2013 4:00-5:30 PM

Mason County Public Health Building 415 N. 6th St, Shelton

In Attendance: Annie Cubberly-Child Care Action Council, Bob Miller-MC United Way, Reyna Lopez-B-3, Dan Teuteberg-WSU, Ellen Shortt-Sanchez-Evergreen College, Gail Straus-Shelton School District, Jenny Blumenstein-Sound Learning, Kristen Franckum-MC Public Health, Linda West-Private Provider, Ruth Nitz-WSU, Tamra Ingwaldson-MC United Way, Lydia Buchheit- MC Public Health

4:05 PM Welcome & Introductions: Lydia Buchheit facilitates.

4:07 PM Interim “Get-er-Done” Committee Report- *Dan Teuteberg, Lydia Buchheit, Chairs.*

1) *Governance Structure Update-* The committee reported to the coalition that they had, since the MCELC retreat, worked on a draft governance structure for the Mason County Early Learning Coalition. The draft was passed out to attendees in graph form for feedback. Comments were made that the visual style of the graph was appealing, and people liked being able to clearly see where they fit into the structure as well as where they can go from there. It was also approved that stakeholders of the MCELC would determine how involved they wanted to be in the coalition activities. A change was requested to for the work groups to be identified as groups formed to be permanent and temporary as needed. A concern was expressed that new members might be confused by the graph, and it was decided that a packet or document should be made to welcome new members while the graph would be used to explain structure to existing members. The graph was approved as is with changes to be made as needed in the future.

2) *Results of Member Survey-* The results of the MCELC member survey were announced with the date of coalition meetings being generally approved of, and possible times of meetings voted as follows: 62% of MCELC coalition members voted for the 10:30-12:00 noon time slot, 19% for the 4:00-5:30 PM time, and 19% for 3:30-5:00 PM. The results were surprising to some attendees, and the possibility was brought up of running the survey again with a different worded question and anonymous answers. Other attendees thought the answers spoke for themselves, and the possibility of alternating between several time periods over the year’s monthly meetings was brought up. All attendees wanted to be fair to the data collected, but acknowledged that some sectors of early learning that must be represented at coalition meetings would not be able to make it at the time periods that might work for more people. It was decided that more discussion would come later on this issue.

3) *Procedure for Committee Board Officer Nominations-* Some changes were made to the composition of the committee board, placing instead of the “President” position a three-part position of Chair, Chair-Elect and Past Chair as well as the Treasurer and Secretary positions. All coalition members agreed it was a good change. Procedures for nominations to all

the positions were brainstormed and it was decided that a committee would be formed to find the 5 members. The Committee would follow a procedure of first sending out an e-mail for at-large suggestions for nominations, which members could nominate themselves or others for, then calling prospective nominees to make sure they were willing to take the position if elected, then sending out election ballots. It was further defined that basic position descriptions should be sent out with the first at-large e-mail. It was brought to attention that the Treasurer cannot be from United Way, since UW is the current fiscal agent for the Mason County Early Learning Coalition, and the possibility was brought up of having the Committee Board Secretary be the one taking minute notes at future coalition meetings.

It was discussed that because the Draft Governance Structure was completed and approved so early, the MCELC's plan of having elections for the Committee Board in June could possibly be moved up. It was decided that all nominations would have to be sent in by a relatively soon due date, so that the vote could be completed soon and completely finalized by June.

Tamra Ingwaldson of United Way, Lydia Buchheit of the Mason County Health Department, and Kristen Franckum of the Mason County Health Department volunteered to form the Nomination Committee.

A concern was raised that if a coalition member wanted to send out a message to the entire coalition, they wouldn't have the entire contact list to do so. Since the list is still being filled in and compiled, it was decided that for now communications needing to be sent out can go to Lydia Buchheit at the Mason County Health Department. After the Committee Board is established, it can decide what items are sent out, and possibly give coalition members an online place to share files with each other.

4) *Grant Report Update*- The grant was reported as $\frac{3}{4}$ of the way submitted, with another piece just approved and sent to finance, which will provide the coalition with some income soon. For the final piece of the grant still to be submitted, the same format will be used in the reporting.

4:50 VISIONS Regional Early Learning Coalition Update-

The MCELC was informed that \$500 was allocated for Mason County's use that needs to be spent by June. Many possibilities for using the money were brought up, including Sound Learning using it for immigrant parent-child play groups, Diana Castro of WSU-Extension using it for developing Love Talk Play sessions in Mason County, or a teen mom's group in North Mason using it to get their program started. Holly Ridge also expressed their interest in play groups and possible collaborations with other agencies in the coalition to make them happen. It was decided that the \$500 would go towards "Play & Learn Groups," and that agencies and members wanting to be involved would discuss it among themselves.

It was requested that at the next coalition meeting the Holly Ridge summer play group program would be discussed. It was also reported that Regional Early Learning Coalition

meetings are now held every other month.

5:15 Parent Child Event Report-

Flyers in English and Spanish for the event were passed out to meeting attendees along with a summary of the event's activities. It was planned to have Spanish speaking volunteers at every event station. For outreach, posters and flyers had been sent out to schools and private practices. A coalition member volunteered to write a press release for the event, and Lydia Buchheit volunteered to help contact the Shelton newspapers and KMAS radio. In the future, it was decided, all press and public outreach should be implemented farther in advance. The budget for the event was reported as not changing.

A draft parent survey for the event was handed out to meeting attendees. The general consensus was that the survey needed to be simplified by a lot, down to a ½ sheet. Gail Straus volunteered to have the survey translated into Spanish before the event.

5:30 Meeting Adjourned