

## Mason County Early Learning Coalition July 3, 2014 Membership Meeting Minutes

**Present:** Lydia Buchheit, Annie Cubberly, Tamra Ingwaldson, Holly Porter, Kim Smith, Jennifer Williamson Forster

9:42 Meeting commenced, Holly and Lydia presided

### **Item 1** Mission and Procedures Document and Governance Structure Document Discussion

Holly reviewed the Mission and Procedures document with the group. The group agreed the document needed to be revised to include ICC. Many changes were discussed and made, but more work was needed. Holly agreed to continue working on the document and share the revised draft at the September 4<sup>th</sup> meeting.

Lydia reviewed the Governance Structure document. Many changes were discussed. Lydia will make the changes and bring an updated draft to the September meeting for further discussion.

### **Item 2** Fiscal Report and Finance Discussion

Lydia reported that she met with Mason Matters to discuss their role as a possible fiscal agent for MCELC. Mason Matters stated that there were a number of agencies looking for a fiscal agent and this was an emerging community need. It was decided that United Way would be in a better position to serve as MCELC's fiscal agent. Next year, United Way will serve as MCELC's fiscal agent and UW and MCELC will work together to develop a fiscal agent system that can be adopted by other agencies.

Tamra asked the group to forward examples of Fiscal Agent MOU's, Policies and, or Procedures, to her.

The Financial Report was reviewed. Pending payment to Childcare Action Council the yearend balance should be around \$9000. There are not more incoming funds, presently. The Early Learning Play Group is the only project needing financial consideration at this time. Other spending and project priorities will be identifies as a result of the strategic planning and mapping process.

### **Item 3** Officer Election

Holly motioned to accept the following slate as the 2014-15 Executive Board:

Tammy Stoutner, Secretary

Lydia Buchheit and Tamra Ingwaldson, Co-Treasurers

The Chair-Elect is still open and to be determined at a later date.

Holly Porter, 2013-14 Chair-Elect moved into the 2014-15 Chair position on July 1, no election needed. Lydia Buchheit 2013-14 Chair, moved into the Past Chair position on July 1, no election needed.

Kim seconded the motion. There was no discussion and the slate passed unanimously.

### **Item 4** Meeting Update

The August 7<sup>th</sup> meeting will **not** be a full membership meeting. It will be a Strategic Planning Task Group meeting and those interested in participating are encouraged to attend. The next member

meeting will be the first Thursday in September, 9/4/2014, 9:30-11:00, at Mason County Public Health.

**Item 5 Strategic Plan**

Annie and Lydia reported that three members had been working on the strategic plan. A discussion followed about the planning process and what should and should not be included. Annie asked everyone to review and add to the plan, especially the resource section to ensure the plan reflects all available resources. It was decided that Lydia would forward the draft plan to Insight Vision, the current Community Health and Improvement Plan support service, to compose a Strategy Map. This map could serve as the MCELC's Strategic Plan and in the Chip's Trained & Prepared Workforce priority as well. A draft Strategic Plan/Strategy Map will be available at the August 7<sup>th</sup>, Strategic Planning/Mapping task group meeting.

**Item 6 Announcement**

Holly distributed copies of Capital Region ESD 113's 2012-13 Annual Report.

Holly and Lydia reminded everyone that the August 7<sup>th</sup> meeting would not be a membership meeting by a Strategic Planning/Mapping Task Group meeting.

The next membership meeting will be on September 4<sup>th</sup>.

The meeting ended at 11:00.