

VAHSA Board of Directors Meeting
Tuesday, May 5, 2020 at 10:00 am – 12:00 noon
Zoom Meeting Minutes

The meeting began with a presentation by Tom Vlahakis – Efficient Market Advisors – VAHSA Investment Portfolio review. Tom Vlahakis reviewed the current investment strategy and discussed investment diversification buffering some of the current market volatility. He noted that the rebalancing of the portfolio to include bonds has helped. Dawn Ault reviewed how the investment fund was started.

- **Roll Call** – Shikee Franklin, President, asked Donna Buckland to call the roll.

Members present: Donna Buckland, Julie Greene, Fay Butcher, Tammy Petrowicz, Alison Noble, Angela Barnes, Jennifer Tonkin, Shikee Franklin, Kimberley Austin, Joyce Jones, Joe Lacey, Jackie Wake, Taundwa Jefferies, Kacey Dalton, Kim Hill, Dawn Ault, Kathy Channell and Julia Beglane

- **Quorum was confirmed.**

The members reviewed the minutes. Shikee Franklin asked for corrections. Jennifer Tonkin noted that she needs to be added to the members missing. Julia Beglane had the original minutes and added Jennifer. There were no other changes. Fay Butcher motioned to approve the minutes, Angela Barnes second, motion carries unanimously.

- **President** - Updates – Shikee Franklin

- Early Learning Standards will be out on May 19th for public comment. They will be posted on the VDOE and VA Early Childhood Foundation website.
- First Lady Pamela Northam has put together a workgroup to develop a brand for Virginia Quality Preschool programs modeled after the “Virginia’s Finest” brand used for Virginia grown produce. There will be focus groups with Head Start representation. They are soliciting Head Start parents as well as various staff.

- **Executive Director** - Updates - Dawn Ault

- COVID-19 reflections and beyond, including NHSA and childcare advocacy
 - Dawn noted all programs are working hard to continue to support children and families virtually. This is helping children to maintain contact with their teachers and feel like they still have a schedule. She gave a shout out to all who are working so hard under these circumstances.
 - Dawn mentioned some childcare partners are still open to serve Head Start and non-Head Start parents who are essential workers, but they are not seeing many children at this time.
 - Dawn reviewed the various meetings and committees with which she is participating virtually to keep updated on current issues. She mentioned the Head Start Heals program. OHS is keeping in contact regularly through monthly calls with Dawn and Taundwa. Voices for Virginia’s children has been very involved in supporting the childcare industry as essential. That has been very impactful. Dawn explained the action of the General Assembly to unallot the Early Childhood \$94 million funding. FAMIS and Medicaid funding for Home Visits is also paused.
- Conference updates, comments, and concerns
 - Dawn reminded the members of the status of all previously scheduled conferences and stated that the conference committee would be meeting to discuss future conferences. The Association has been able to cancel April and June conference with no penalty. The

August 13 - 14 Education Conference is can be rescheduled with no penalty and could be postponed to October or next summer. This has significant implications on the budget. We will wait until June for updated guidance from the CDC and Governor Northam regarding social gatherings.

- The conference committee will be discussing options for upcoming conferences. For instance, the Directors conference may become a virtual conference. She also explained that the change from spring to fall for the annual conference will mean that there is no annual conference planned for Fiscal Year 21 (FY21). When the 2021 conference is held in the Fall of 2021, it will be in Fiscal Year 22 (FY22).
 - Dawn explained that the Association has reimbursed the registration fees already collected for cancelled conferences. She asked that the committee members meeting next consider the long term financial impacts of conference changes.
 - Dawn informed the members that the Association has been approved for a \$26,000 Payroll Protection Program loan through Village Bank with the second round of funding. It must be spent within 2.5 months for payroll and health insurance. It is a loan at 1% that will be forgiven if used appropriately. A Village Bank checking account will be used to track the funds separately.
- **HSSCO Collaboration Office Director - Updates – Taundwa Jeffries**
 - Taundwa shared a sample document of the weekly director call agenda and the links that she communicates to the directors each Friday giving latest COVID-19 updates, OHS and Virginia updates, and various resources. She also provided general information regarding Virginia’s stay at home order and how it is impacting her office and other state offices.
 - The Needs Assessment has been completed and will be shared with staff soon after the next Collaboration Office Advisory Committee meeting scheduled for May 26, 2020, the members will be reviewing the Needs Assessment results.
 - **TTA - Updates - Tammy Petrowicz**
 - Tammy had to jump off for a 11 a.m. call. Julia will send members a link to the Region III T/TA Bulletin board. Dawn noted that Region III wants to have a virtual kindergarten readiness conference. Dawn and Taundwa will be meeting with Regional Office to discuss.

The members broke into separate Zoom Rooms for two groups:

- **Group 1, Primarily Discussing topics related to Finance and Governance Committees:**

Dawn Ault, Shikee Franklin, Joe Lacey, Donna Buckland, Kathy Channell, Fay Butcher, Joyce Jones, Kim Austin, Renita Strange, Kacey Dalton

Topics led by Dawn Ault: FY21 Proposed Budget, fiscal concerns on the horizon, discuss PPP loan, need proposed changes in Bylaws for language about who bears the fiscal responsibility (ex. Who can sign for the loan) Membership dues, Corporate Partners, different lens for “doing business,” Discuss recruitment for new Board members for those rotating off in Oct 2020, other topics... etc.
- **Group 2, Primarily Discussing topics related to Conference and Scholarship Committees**

Julia Beglane, Jackie Wake, Angela Barnes, Julie Greene, Ramona Fisher, Alison Noble, Jennifer Tonkin, Kim Hill, Isha Barre, Taundwa Jeffries, Tammy Petrowicz

Topics led by Julia Beglane: Increase interest for scholarship applications due May 15, conference options for going virtual to offset cancelled conferences, technology platforms, ideas, what other states are doing, how to support training needs without conferences, etc. Discuss what contracts are already signed and how that affects our financial obligation, think outside the box, other topics... etc.

The committees reconvened to report out.

Upon reconvening as the full board, Dawn Ault explained that the loan officer working on the Payroll Protection Plan loan paperwork requested that the bylaws clarify who is the fiscal agent for the Association allowed to sign for a loan. Dawn explained that both she and Shikee are authorized to sign checks as the Executive Director and President of the Association. She then asked for a motion to update the bylaws to reflect that they are also authorized to act as the fiscal agents for the Association to sign loan documents. Fay Butcher made a motion that the bylaws be updated to state that the President and Executive Director of the Association are authorized to sign as fiscal agent for Association loans approved by the Board of Directors. Joyce Jones seconded; motion carried unanimously.

Donna Buckland made a motion that the board authorize a Payroll Protection Loan through Village Bank and that Dawn Ault and Shikee Franklin can sign for the loan based on the updated to the bylaws. Joyce Jones seconded the motion, motion carried unanimously.

Page 6 of the bylaws regarding notice should be changed to say that notice will be sent electronically. Kathy Channell made a motion to correct meeting of the board section b to state that notice of meetings be sent electronically rather than mail. Joyce Jones seconded the motion; motion carried unanimously.

Julia Beglane provided a report for the conference committee.

- Virtual trainings – Julia will identify most popular workshops from the conference, contact presenters and set up one or two virtual trainings to see how they work and expand from there. There was discussion about offering free parent trainings in support of programs who may be having financial difficulty but want to offer parent trainings. Also discussed train-the-trainer options so staff could take back trainings to their programs.
- Members of the committee will research opportunities and get back together in two weeks to plan.
- Dawn asked if there was discussion about what to do for the August conference – cancel or postpone. There was no clear decision for this at this time due to the unknowns. Dawn explained that directors have said that they would not be able to support a conference in August due to being so far behind on program deliverables. Dawn suggested postponing conference until August 2021. Kathy Channell made the motion to reschedule August 2020 conference to a time to be determined in the future. Julie Greene seconded the motion, motion carried unanimously.

Dawn reported for the finance committee.

- Special Assessment - Dawn reviewed the FY21 budget and presented a plan for an optional COVID-19 special assessment in the amount of \$1.00 per slot to offset some of the losses related to conference cancellations. If the program cannot afford the assessment, they would sign a waiver. Dawn referred to a program that did reach out and request an invoice for \$10 per child as a special assessment. She stated that if any program wanted to give more than \$1.00, they would work individually with the program to provide an invoice. Kathy Channell noted that if every program did pay the special assessment the Association would receive approximately \$15,000. Joe Lacey suggested the waiver for those programs that cannot give at this time. Dawn and Joe will work on the language for that. Donna asked if the bylaws need to reflect that the Association can ask for a special assessment. Kathy Channell noted that there was nothing in the bylaws that said the Association could not have a special assessment. Kathy Channell made a motion to send a one-time special assessment in the amount of \$1.00 per slot. Alison Noble seconded the motion; motion carried unanimously.

- FY21 Budget - Dawn then asked whether the board wanted to approve the FY21 budget. The board members recommended action on the budget be tabled until the June meeting.
- Board Member Recruitment - Donna Buckland's and Shikee Franklin's terms are up and they will be rotating off in October 2020. This needs to be discussed at the June meeting. These are officer vacancies. We also have a vacancy in the North East for a parent spot. If anyone does not want to continue, please let Dawn know by June.
- Joyce Jones highlighted the Wide Open Schools website for virtual learning options.
<https://wideopenschool.org/> Excellent resource.

Shikee asked for the date for the next meeting. The board agreed on Monday, June 22, 2020, 12 noon until 2 p.m. Bring your lunch! If we can get together in October at Staunton, Dawn stated that this meeting will stay on the books for right now.

Motion to adjourn at 12:06 pm was made by Joyce Jones. Angela Barnes seconded; motion carries unanimously.

Donna Buckland
Donna Buckland, Secretary

June 22, 2020
Date