

**NIHSDA  
Annual Board of Directors' Meeting  
October 13-16, 2005  
Three Feathers Associates Corporate Office – Norman Oklahoma**

**Thursday, October 13, 2005**

**Call to Order:** Lee Turney, President, called the Annual Board of Directors' Meeting to order at 5:00 p.m. CDT.

**Roll Call:** Roll call was taken by the President, Lee Turney. A quorum of members was established.

PRESENT	NOTIFIED	NOT NOTIFIED
President – Lee Turney Immediate Past President – Mavany Verdugo Region 1 – Ann Belleau – Joyce McClellan, Alt. Region 2 – John Pavek – Kevin Hedstrom, Alt. Region 3 – Sara Youngbird, Alt. Region 4 – Denise Keene Region 5 – Suellen Hixon Region 6 – Mary Bendle – Caroline Alcaida, Alt., ill arrived on Saturday Region 8 – Jane Metcalf – Susan Carlson, Alt. Region 10 – Theo Bayou	Secretary – Connie Guillory Treasurer – Dorothy McCloud Region 3 – Hilda Marshall Region 4 – Belle Harjo, Atl. Region 5 – LouAnn Tenequer, Alt. Region 7 – Elaine Bender Region 9 – Jessie Deardorff – Caroline Yellowrobe, Alt. Region 10 – MaryEllen Fritz, Alt.	

**Others present:** Others present: Toni Dobrec, Kathryn Helsel, Kristi Bentkowski and Teri Stringer, MCS/TFA.

Lee informed Alternate members (Kevin Hedstrom, Joyce McClellan, Sara Youngbird, and Susan Carlson) they have full voting rights until Representatives arrive.

Ann Belleau arrived at 5:10 p.m. Joyce McClellan moved to Alternate and Ann Belleau retained voting rights.

John Pavek and Jane Metcalf arrived at 6:26 p.m. Kevin Hedstrom and Susan Carlson returned to Alternates with no voting rights.

Lee Turney read a note from Connie Guillory concerning her not being present for her last meeting as Secretary.

Opening prayer was given by Mavany Verdugo.

**Agenda Review and Approval** - The Agenda was reviewed, amended and adopted. The Agenda was adopted with the deletion of the NHSA Board Meeting, because Connie Guillory was absent and the addition of the 2007 conference location. Theo Bayou moved to accept the agenda with changes, Mavany Verdugo seconded. Motion passed.

**Approval of the Minutes of the Previous Meeting** - The minutes from the September 8, 2005 teleconference meeting were presented by Lee Turney. Susan Carlson moved to accept the September 8 minutes, Theo Bayou seconded, and the minutes were approved and motion passed.

**Treasurer's Report** – In Dorothy's absence, Kathryn Helsel presented the Treasurer's Report. She reviewed the check register with checks written and deposits from the end of August to the end of September. The budget comparison was presented. Suellen Hixon moved to approve the Treasurer's Report, Mavany Verdugo seconded. Motion passed.

**CPA's Report and 2004 Annual Audit -**

- Lee Turney asked if it was a good practice to continue to use Jim Northcutt or if they need to change auditors? Kathryn Helsel said Jim's cost was good and auditors now have to have peer auditors and suggested they continue to use Jim.
- Jim Northcutt, CPA, came on at 5:35 p.m. to present the 2004 audit (January 1, 2004 – December 31, 2004). After a review of the audit, Jim made the following remarks:
  - NIHSDA has too much money in their checking account and needs to consider investing it in some other type of account. NIHSDA has some other investments: CDs and a Pioneer Investment in Boston, MA (grew about 2.4% last year). He explained restricted and unrestricted assets. At this time there are no restricted assets.
- Footnote # 6; Concentration of risk: He recommends that NIHSDA not keep \$100,000 in the bank at any one time.

Susan Carlson: Page 6 credit risks; Is there a way that it is not a risk? Jim said NIHSDA may do a couple of things. 1. Banks can pledge other assets to your account, 2. Open an account at another bank. Jim Northcutt doesn't think it is a big deal. Kathryn Helsel stated that she had not asked the bank to pledge.
- Comments on 990: 1. Are we operating within the purpose of organization?
- Lee Turney asked if there is a fixed limit figure for lobbying. Jim Northcutt thinks it is \$32,000 as it is based on the percentage of other expenses. Actually \$55,000 could have been spent, and it generally runs about 20% of other funds.
- Jim Northcutt stated it was \$100,000 per account holder not per CD.
- The IRS 990 went in and is the only thing that is public knowledge. The audit is for the Board, and it is an internal document and does not go anywhere else.
- The audit was presented and accepted. Suellen Hixon moved to accept the audit, Susan Carlson seconded. Motion passed.

- Mavany Verdugo asked to consider his comments: Concentration of risk and money in the checking account.
- Lee Turney asked: If addressed, it needs to be done in the next 90 days. Do we want to shop and roll CD's into another bank?
- Suellen Hixon asked about the new administrative cost to start a new account?
- Kevin Hedstrom asked about a limit on types of investments non-profit can use? Lee Turney said that the Association has chosen low-risk, short term investments.
- Suellen Hixon suggested that we ask the bank to pledge. Lee Turney wants to find out the cost of opening a new account. Kathryn Helsel will report during a teleconference call.
- Lee Turney suggested a discussion on the checking account. He requested the balance in the checking account and cash flow. Kathryn Helsel gave a quick discussion about the budget for the rest of the year.
- Lee Turney talked about having two accounts: conference and operation.
- Kathryn Helsel asked that each person call their own bank or agency's bank for a 6 month and 12 month CD rate on a \$40,000 deposit.
- Kathryn Helsel gave a history of why money is kept in a couple of banks. The audit report shows what banks the money is in.
- Pioneer can be cashed out at any time at no cost.

**ACTION:** The Association needs to look at Pioneer Investments and the other 2 that are coming up to dove tail them into other accounts.

- Kathryn Helsel will call Pioneer to find out what it will take to close Pioneer Investments and dove tail the funds into the one that needs to be renewed in November.
- Representatives are to e-mail CD rates to Three Feathers Associates, and the Executive Committee will work with TFA to pull together a recommendation to present during the November teleconference meeting.
- Consideration was given to having 2 accounts and in 2 banks: What are the advantages? \$100,000 risk would be the biggest benefit. What would the accounts look like? Revisit the budget. The Association is comfortable with the checking account set up at this time. The average daily balance is over \$100,000.

**Income History** - This document was presented by Kathryn Helsel.

Mary Bendle left at 6:29 p.m. (ill)

**Membership Report** – Kathryn Helsel gave a quick update. 44 programs have not joined which is about \$25,000 in revenue. They are not on the Listserv and do not get important information. Last year ended with 22 grantees not having been members. Phone calls are needed from Representatives to get them to join. Oklahoma has several new directors, which could be a reason for not joining. MaryEllen Fritz will be visiting with the Alaska directors. Montana got one director back on. Discussion of membership will be taken up again when the membership survey is reviewed.

**Attendance Record** - Lee Turney presented the attendance record. One perfect attendance and it was Lee. He said that attendance has gotten better than in the past.

### **Old Business**

**Canadian Collaboration Report** – Mavany Verdugo presented the report:

- She liked the way the organization did their committee work the day or two prior to the board meeting. She suggested that NIHSDA think about doing committee work prior to their meetings.
- They are requesting a link on the NIHSDA web-page. Lee Turney was asked if they have a timeline to include this and do they have a contact person? It could be ready by the end of the year and the contact name is Devonna.
- They would like to have an International Conference in the future.
- Mavany has packets that she can share with other members.
- They want to host an exchange program.
- Sister program exchanges or “Twinning.”
- Mavany gave a reauthorization update to them.
- Mavany will serve as the ambassador, and possibly provide a presentation on “Twinning” at the conference.

**NICCA – NIHSDA MOP Update** – Lee Turney presented an update on the Memorandum of Partnership.

- The NICCA passed a MOP with recommendations for change that are represented in red. Kathryn Helsel suggested moving the change from authorization to review and dissemination.
- Ann moved to approve the MOP between NIHSDA and NICCA with revisions and get in touch with Lori; John Pavek seconded. Motion passed.

**New Directors/Managers Grant Report** - Lee Turney presented a report for a one-time funding application for the New Directors/Managers Leadership Institute.

- He received a telephone call from WJ and then a call from Georgey Sparks. Georgey said that they couldn't do a new directors training because Lee's program is not on QIP. What about mentoring and coaching? Feds allocated money prior to receiving a proposal and budget. Toni Dobrec gave a briefing between the two proposals. Kathryn Helsel discussed a budget for two programs.
- Question on the table: Do we want to proceed? If so we, we need to begin planning for the institute.

### **DISCUSSION**

- Think about adding it onto the annual conference or make it a two-day academy prior to the conference.
- NIHSDA could match the budget and provide scholarships that would allow them to visit model programs.
- Target directors, not just a blast announcement.
- Network between programs; provide a profile of programs and programs would be assigned a mentor at the end of the academy.

- List of specialty areas (i.e. strategic planning) for programs to pick someone to help them in certain areas.
- Ann Belleau moved to accept and to proceed with the Mentoring Program, Suellen Hixon seconded. Motion passed.

**Board Self-Assessment Report** - Lee Turney presented the report, the report went out to officers and Representatives. Alternates were not involved.

- This is an information piece only.
- Surprises? That they felt involved and interested was a surprise to Lee Turney.
- Do we continue this type instrument and what do we do with it? And when do we send it out?
- People found that the Monkey was easy to use and pull together.

**NHSA – Representatives and Responsibilities-** Mavany Verdugo addressed this issue.

- The purpose is to have a presence, attend board meetings and/or national conference. This is a political role.
- Lee Turney and Toni Dobrec are the NHSA representatives.

**NHSA – Leadership Training Meeting Report-** deleted from agenda because of Connie Guillory's absence.

**MCS Monthly Report** – Toni Dobrec presented the monthly report.

**Update on NIHSDA's Regional Elections** – Lee Turney gave an update on Regional Representatives.

- Steps that need to be looked at, not all members have gotten a letter of support from their Policy Council or supervisor.
- He said they will be contacted to get these letters in.
- Suellen Hixon: Looked at the Operational Manual on how the letter needs to be handled and where to be filed. It needs to be sent to Three Feathers Associates.
- ACTION: Add to the Operations Manual where the letter of support needs to be sent for filing.

**Advocacy Committee Report on Reauthorization and War Chest Dollars** - More donations are needed.

- We have only had one donation, which was from the Southwest Consortium of Indian Head Start Programs, Inc.
- Consider changing term "War Chest."
- ACTION: Look at bringing back the November recommendations for changing the name and purpose.

**2005 Final Conference Report** - Kathryn Helsel presented the Final Conference Report.

- 56 people participated without paying (guests, vendors and speakers).
- 54% of the AI-AN grantees were present.
- 5 years have passed since the last increase in registration fees.

- Made \$49,000.
- Take a look at pre-intensives. TAN has requested to do the pre-intensives.

**Board information form:** Form needs to be turned at end of day tomorrow.

**Meeting recessed at 8:50 p.m. until tomorrow.**

**Friday Morning, October 14, 8:30 a.m. – 12:00 p.m.**

Lee Turney called the meeting to order at 8:36 p.m.

Kathryn Helsel gave a quick update on Pioneer Investments.

- The account was opened on April 3, 1996 with \$10,000, and has made an average of \$572.00 per year.
- A cash out fee was paid up front.
- An authorized officer can cash it out.
- The value as of today is \$15,155.04.

**Introductions of Board Members**

All members introduced themselves.

**Orientation for Board of Directors (Kathryn Helsel and Lee Turney)**

- By-laws will be amended by TFA and the By-Laws Committee. A 2/3 vote is needed by the membership.
- Page 22 - Add finance committee.
- Page 25 - Fiscal year change.
- Separate By-laws from Operations Manual.
- John Pavek had a question regarding the structure of the vice president's position. He also questioned page 14 #1 under objectives - Region 11 representation on NHSA. NHSA has recognized NIHSDA as the representative for Region 11. Those objectives will not be in the new by-laws. Discuss this in the Operations Manual.
- ACTION: Revisit the attendance policy and define it better for removal from the Board. Look at Representative and Alternate together.
- Mary Bendle said she had not received the Operations Manual. Lee Turney talked about the lack of orientation to the Operations Manual.
- ACTION: Page 35 - Need to send a letter to NIHSDA.
- Revisit the election process for election of regional representatives that would assist them in completing the election process. Offer options for the process. Trying to do elections in June-August is sometimes difficult as many have not paid their membership dues.
- Kathryn Helsel handed out the June 7, 2003 Board Meeting Minutes regarding restructuring of NHSA representatives. NIHSDA will only have 2 representatives. ACTION: Entire section on representatives will be changed.

- ACTION: Change could happen on page 40 with different committees. Page 48 is not an election committee. Need to take it out. Chapter 7 will need to be reviewed and revised.
- Suellen Hixon asked if we have it in writing that we can legally lobby?  
ACTION: A statement is needed on lobbying. Ask Greg Smith for a definition about federal funds.

**Review of Strategic Plan** - Lee Turney gave a powerpoint presentation on the process of developing the plan and objectives of the plan.

**Committee Job Descriptions and Assignments** – Toni Dobrec presented job descriptions and assignments. She presented the 2005 NIHSDA and MCS Responsibilities document. Job descriptions are in draft form.

- Lee Turney asked if there is a recommendation for a timeline for review and approval of committees and job descriptions? January is being looked at for the new operational year.
- ACTION: Review job descriptions, standing committees and their responsibilities. Do this in a timely manner.

**Orientation Evaluation** - Toni Dobrec did an After Action Review (AAR)

**Benefits:**

- Eye opening experience of responsibilities as a non-profit.
- Good refresher and pointed out things in place that we need to be informed of and things that are not in place any longer and need to be updated.
- Mental snapshot of history and direction of the future. Lack of committee work and responsibilities of the MCS.
- Money doesn't support what we want to accomplish as "Dreams are bigger than pocket book."
- Prioritize our dreams.
- Better understanding of our responsibilities.
- Look at the amount of work NIHSDA does other than the conference.

**Improvements:**

- Document to show other members (powerpoint).
- Separate orientation for new members.
- Video to show membership at conference regarding board in action.
- How to involve the Tribal leadership and officials in the knowledge of NIHSDA and orientation.

**Friday Afternoon October 14, 1:00 – 5:00 p.m.** - Presentation by Christina Bloomer of Alliance for Nonprofit Management Nonprofit Training

**Expectations:**

- Collective view of role and responsibilities – accomplished.
- Vision - still need clarity on the vision statement.

- Accomplishments as a board - heard through committee work.
- What we shouldn't be doing – accomplished.

Roles and Responsibilities of the Board of Directors  
Powerpoint presentation and packet

**Resources:**

www.boardsource.org  
www.Guidestar.org 990 reports  
Good to Great by Jim Collins

**Weaknesses:**

- Turnover
- Money
- Follow through
- Standing committees not effective

**Recommendations by Christina:**

- President call each board member at least once a year.
- Advisory board - Opening membership up to other people.
- Committees - Best practice is 3 committees, use AD-HOC or task force.
- Finance committee, audit committee is usually a sub-committee of finance.
- Fundraising committee - recruit outside members within the community. "What can you do for me? Or what's in it for me?"
- Program committee - client satisfaction surveys.

**National issues coming down:**

- Governance issues in non-profit organizations (program and finance).
- Looking at the way a non-profit spends money.

**Questions and/or feedback:**

- Executive session and a misunderstanding of the meaning and purpose.
- Funding stream needs to be established.
- Requirement for each board member to contribute to make an investment.
- Pleased the board is in good shape.

**Review of agenda:**

- Revisit job description and standing committees.
- MCS contract.
- 2006 budget.
- Strategic direction plan.

***Meeting recessed at 4:33 p.m. CDT until tomorrow.***

**Saturday, October 15, 8:30 a.m. – 5:00 p.m.**

Lee Turney called the meeting to order at 8:33 a.m.

Caroline Alcaida arrived at 9:00 a.m. after a 3 day illness.

**Greg Smith on Reauthorization Update - 8:33 a.m.**

- It is taking longer to reauthorize than anyone ever thought.
- House passed their version of the Act.
- Provision for 3.5% set aside in House and Senate.
- Did get same set aside as Migrant Program.
- EHS/HS flexibility of funding to move slots and funds back and forth.
- Senate is waiting for the bill to be reviewed; key committee is Education; facing issues on hurricane and mounting costs and budget cuts are planned. All federal cuts will be by 2% and selected cuts by 10% but could be a 6½% overall cut.
- Will they get to it this year? Scheduled date to adjourn is in the first week of October.
- Could work on a Continuing Resolution on November 16. They could stay in until November and even December. They could possibly get to it by end of October.
- Difference in bills: Fritz planning on allowing the same clause on hiring discrimination.

**Next step:**

*House* – Greg Smith went to Gordon Kenny; have tribes approach and tell them to hold on Indian issues. 400-500 letters from NIEA were received and they will be faxed to state senators.

*Senate* - Draft letters, update and have them pre-signed and will be ready to go. Delegation of NIHSDA may need to come to DC to work after passed by Senate.

- Request for letters from membership.
- Chairman Enzi: He comes from staff, and we need to get him to agree on House language on set aside. Problem with getting numbers to add up is a problem (cheating Indian and Migrant programs) Greg Smith will work with Joe Henry.
- Meet with Ted Kennedy's staff (House Committee) to go over strategy for conference committee.

NHSA is not trying to stop the bill at this time

Joan Ohl, ACF Commissioner, mentioned in her speech at the NIEA conference that Indian Head Start had an increased set aside, but said nothing about if they support it or not.

**Questions:**

Lee-Did you get timelines regarding cuts?

They will be fighting over them until Nov 16. We could know by Thanksgiving what the cuts will be.

Jane Metcalf - What type of document can I take with me to meet with our state's senator? Greg will send updated one pager on Monday to Kathryn and Toni to send out to membership.

**Georgey Sparks, Chief, AI-ANPB, joined the meeting by phone at 9:27 a.m.**  
**Branch update -**

- **HSB Moved**

- All of the HSB Offices have moved. The new address is 1215 Maryland Ave, SW, Washington, DC 20004 (no mail room at this time) no room numbers; Grantees should track all mail and send to Valerie Gardner's attention.
- Same phone numbers except for contract staff (handed out new federal staff phone listing). MCS will send out email to everyone with new numbers. We should get a new phone listing from the feds when it is complete.
- They will not be settled for at least the next year. 3 staff are moving cubicles again.
- Grants staff didn't move and they retained the same phone numbers.
- Grant applications should go to:  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management/Division of Discretionary Grants  
370 L'Enfant Promenade, SW  
Aerospace Building – 4<sup>th</sup> Floor West  
Washington, DC 2447  
Attention Delores Dickenson, GMO
  - *Any mid program budget change need to go to Delores at the Aerospace building.*
- Handed out email from Listserv dated October 4, 2005 with new HSB address.

- **ACYF conference**

- Tribal Consultation in Palm Springs December 5-9, 2005.
- Monday is Head Start specific with tribal leaders and HS directors (Frank Fuentes and Georgey Sparks will be there, maybe Joan Ohl and Wade Horn). They would like to hear from at least 2 different types of programs. One with no findings, such as Cherokee, Leech Lake or Coquille and one with many issues in the community. Have discussion on how we can overcome barriers. Possibly have a grantee that has relinquished.
- On Tuesday a meeting for Head Start directors only on "new monitoring" with Ann Linehan and Georgey Sparks.
- What topics do AI-AN programs want to hear about?
- A letter will be sent out to invite Tribal leaders and will be cc'ed to HS directors. A supplement of up to \$3,000 per grantee (flat supplement instead of reimbursement) will be available for programs to apply for) *Grantees* will need to submit a 424, 424A and GABI. No assurances required, just a quick budget and policy council approval. The letter will probably go out next week.
- Handed out ACF/Tribal Consultation info to Board.

- Directors need to prepare their leadership for the consultation.
- The President of NIHSDA will speak on behalf of the board.
- Need to develop talking points and material for the ACYF consultation conference.
- Re-examine the survey that was sent out earlier this year.
  - Program cuts
    - Recruitment and retaining of qualified teachers.
    - Teacher salaries.
    - Career change.
    - % of T/TA funds for teacher qualifications.
  - 2006 PRISM process (culturally sensitive people)
    - Send letter to Danya.
  - 2005 PRISM
    - Lost reports, 15 programs are being re-reviewed.
    - Money for services being spent on other things.
  - Alaska programs not being part of the TAN contract.
  - HSB accountability and communication.
    - 1½ year old letter with no response from Joan Ohl.
    - Lost items (FAA's).
- **Funding**
  - Georgey has 55 actions on her desk to sign and to then send to budgets to make up partial budgets.
  - 29 actions for November and December – have enough money to fund November grantees at 50% and December grantees at 100%.
  - Navajo will receive less than 50% funding at this time.
  - EHS programs in November and December will get 50% funding.
  - HSB expects money end of November.
- **Monitoring reports**
  - There were 15 grantees who didn't get their on-site reports. These grantees will be re-reviewed.
  - Georgey said they can write a report that shows non-compliance citations without write-ups. The program specialist will run the report and send to the director. Hopefully these will be out by November 1.
  - The AI-ANPB programs will probably not be visited during the first quarter. It will probably be 2nd or 3rd quarter when they are reviewed.
- Letter to Joan Ohl – It has been 1½ years with no response. Will the concerns be considered more in December than they were 2 years ago?
  - Georgey Sparks will take this back up to the top.
- **Will there be a budget cut and when?**
  - Georgey Sparks has not received or heard anything.
- **The re-review process, purpose and intent**

- It is a commitment made from the management as a result of the GAO report to ensure that the system does work. There were 3 re-reviews this summer and only 1 was an AI-ANPB program.
  - They could continue next year, but it is not definite.
  - It was more to look at the process than to look at the program reinventing the original week.
- **Plan for expansion dollars and EHS**
    - Georgey Sparks - there was expansion this year, but it was only for Migrants (45 million).
    - EHS hasn't heard about any additional money.
- **'06 PRISM Process**
    - The main change is the system that the report goes into (Web-based).
    - No entrance or exit meetings.
    - No answer to the question regarding optional interviews.
    - AI-ANPB have not been trained on the tool as of yet.
    - Next week there will be web-based training for FTL.
    - Visits from the branch will take place for deficient programs that need follow-up visits.
    - AI-ANPB program specialist can make visits to programs with the TAN staff.
    - Handed out PRISM 2006 Guide.
- **TAN regions- Why was Alaska excluded from the TAN?**
    - AED doesn't serve Alaska.
    - Kim can send out announcements to all the Alaska directors; the contract may or may not be changed to include Alaska.
    - Teacher credentials- How is HSB going to fund programs with higher credentials?
    - Begin documenting the effects of the last two years for retaining teachers due to salary once they get their degrees and the effect in our communities (How many were trained, money spent and the % lost); Transportation;
      - Re-Send June survey of budget cuts; Target grantees
- **Mentoring grant**
    - Cynthia is the lead on mentoring so Georgey Sparks has to defer to her. She will meet with her next week and get back to the Board.
    - \$450,000 in TA money was left at the end of the year, and feds wanted to use it for one-time requests.
    - Mavany Verdugo and Lee Turney submitted proposals to work with deficient programs.
    - Mentoring for Early Literacy needs to be included as an expectation. Georgey Sparks will send more information down. The board thanked Georgey for giving up her Saturday time and left the meeting at 10:57 a.m.

**Quarterly Report on Strategic Direction Plan-** Toni presented the two documents (original and revised dates)

- **Mentorship-** adaptation and revisions are needed on the activity on what to accomplish with the added money. How does the grant affect the strategic direction on mentorship?
- **Assessment of the document**
  - **Conference**
    - Annual action steps continue
  - **Engaged Membership**
    - 2.2- discontinue
    - 2.3- discontinue
    - 2.4-continue with changes of the action step (take out QIP issue statement)
    - 2.5- discontinue (add under membership to operations manual)
    - 2.6- continue
  - **Board of Directors**
    - 3.1- discontinue
    - 3.2 discontinue
    - 3.3 -continue
    - 3.4- continue
    - 3.5- continue
    - 3.6- continue (should go into operations manual once developed)
    - 3.7- continue (reoccurring)
  - **Stakeholders**
    - 4.1- continue
    - 4.2- continue and ongoing
    - 4.3- continue and moved to operations manual
    - 4.4- continue
      - (orientation packet with inclusion of director)
      - Possibly showcase quarterly and/or annual report
      - The system should include all ways of communication (Listserv, web, mail, phone) Needs to be one system COMMITTEE WORK
      - Pull out all communication issues from plan
  - **Mentoring** (does grant effect this action step?)
    - 5.1- continue
    - 5.2-continue
    - 5.3-continue
    - 5.4-continue
    - Look outside the box to have universities to help do some of the research
  - **Engaged Programs**
    - 6.1- continue

- 6.2- continue
- 6.3- continue
- 6.4- continue move to 4.1
- 6.5- continue
- 6.6- continue
- 6.7- continue
- 6.8- continue

### **Approval of MCS recommendations for updates -**

- Lee Turney asked for a motion to accept the recommendations on the Strategic Plan with the MCS date changes along with the deletions and changes to the action steps and activities. Ann Belleau moved to accept the recommendations. John Pavek seconded. Motion passed.

### **Survey Discussion – why grantees don't join**

- Membership year- June to May.
  - Most join within the first 60 days.
- Timing of Board Elections - consider conducting elections prior to the conference.
- Encourage board reps to contact those who are not members.

### **NIHSDA Incentive Program**

- Discontinued in strategic plan.

### **Orientation Packet for Tribal Grantees (Councils)**

- Assign to committee work.

### **Survey Discussion – Mentorship Program Planning/Interest**

- Reviewed survey.
- Made a commitment to move forward.

### **Board of Directors Administrative Operations Calendar**

- Reviewed Calendar.
- Lee Turney asked for motion to adopt the Administrative Operations Calendar. Theo Bayou moved to adopt the calendar. Mavany Verdugo seconded. Motion passed.
- Discussion on calendar:
  - Elections versus new members timelines.
- Discussion on Meeting Scheduled:
  - Establish and publish the 2006 meeting schedule
  - Next face to face will be held prior to the NACFC meeting February 24, 25 and 26, 2006:
    - Travel on Friday with night meeting, full Saturday, Sunday morning.
    - Committee work Friday night.
    - On Saturday meet with NACFC (2 hour meeting).
- Discussion on Committee Rotation.

- Add statement that includes Executive Committee can call a special meeting established by by-laws.
- Theo Bayou moved to approve the meeting schedule and proposed board and committee rotation. Jane Metcalf seconded. Motion passed.

### **Review Updates of Operations Manual**

- Kristi Bentkowski, Kathryn Helsel and Toni Dobrec made notes to begin work in the next two weeks.

### **2006 Conference Update**

- Signed contract with the Renaissance, Washington, DC.
- Contract
  - Must spend at least \$35,000 on food, last year spent \$28,000.
  - \$16,000 on room rental.
- Room nights
  - June 16 - 15 rooms (Board Coming in on Friday); Saturday - 100; Sunday - 130; Monday - 210; Tuesday - 200; Wednesday - 200; Thursday – 100.
  - The room cutoff date is May 22, 2006. We need information so we can start marketing the Conference.
  - The government rate is \$153.00 plus 14.5% tax for both single and double.
    - Get price for triple and quads.
- Pre-intensives
  - Key speakers from board members.
  - TAN staff .
  - Last year it was a money maker.
- Call for workshop presentations.
  - Would like to have this out by Thanksgiving.
- MCS sent out the save the date information 6 weeks ago.

### **MCS Evaluation Results**

- Reviewed Board evaluation and self evaluation of MCS evaluation
- This was first time a formal evaluation was conducted and the Board will continue it next spring.
- Survey Monkey was very easy to use.

### **2006 NIHSDA Operational Budget**

#### **Draft Income Budget**

- Membership
  - Tapping the associate membership (brought in \$250).
  - May need to reduce the 100% membership projection to a realistic amount.
  - Jane Metcalf moved to put \$60,000 in the membership budget instead of \$70,000. Ann Belleau seconded. Motion passed.
- Sales
  - Look at new things to build into sales.
  - Consider revisiting casinos with foundations .
  - Establish a fundraising committee and identify agencies to target.

- Examples: Dollar per child with parent groups; Golf tournament at Palm Springs/DC.
- Kaplan will be back with \$2,000.
- War Chest
  - Change name.
  - Figure out what you have to sell and adapt to level you are selling it to.
  - Look at larger scope (selling the strategic plan instead of “War Chest”).

**Pass through money is restricted income**

- Add a new section and a separate expense report for restricted income (Mentoring Grant).

**Expense Report**

- Contractual
  - The attorney fees went down, but what if reauthorization doesn't go through this year? Will we still need him next year at the same cost level?
  - MCS contract includes the work of the strategic plan. We need to look at the strategic plan and prioritize so as to negotiate with MCS.
- Conference
  - Look at using TAN and HSB staff as presenters.

**MCS Proposed Contract – Strategic Direction Work**

- Take action tomorrow, first thing in the morning

**Lee recessed at 5:00 p.m. Will reconvene tomorrow at 8:00 a.m.**

**Sunday, October 16, 8:00 a.m. – 1:00 p.m.**

**Meeting called to session at 8:09 a.m.**

**Job descriptions for the Board members and committee's chair.**

Lee Turney asked for motion to approve the job descriptions of board members, officers and committee chairs. John Pavek so moved. Ann Belleau seconded. Motion passed.

**NIHSDA Operation Budget**

- The board discussed the amount overspent last year and budgeted to overspend next year.
- Mavany Verdugo asked if the mentorship grant was included in the budget. Toni Dobrec said the budget had \$15,000 in the expense piece but not in the income.
- John Pavek talked about having the MCS and executive committee look at the budget and bring back to the board their recommendations. Would like to see the budget tabled until then.

- Jane Metcalf asked for a contingency plan in case we need to keep Greg Smith working.
- John Pavek moved to table the budget discussion and have the executive committee work with MCS on a revised budget to bring back to board. Mary Bendle seconded.
- The motion was amended to include timelines for the executive committee and MCS to review the budget. The Executive Committee will bring back their recommendations by the November 10, 2006 Board tele-conference. Motion passed.
  - Discussion: Suellen Hixon asked for drop dead timelines.
    - Set timelines.
  - Conference planning activities.
  - No conference expenses until mid-February.
  - \$2000 for printing and mailing in this year's budget is used for next corporate year.
  - Jane Metcalf - need to see the direct labor cost for mentoring.
    - Consider not charging the \$15,000 to the operation budget.
  - COMMENTS:
    - It is not fiscally responsible to enter into the year with a deficit budget.
    - It is lax to rely on membership dues and conference revenue for income.
    - Need to look at other ways to bring in more money
    - Pro-active about fundraising.
    - Investigate foundations that would support children (Theo gave two examples of foundations in Alaska).
    - NIHSDA needs to be financially secure for the future.
    - The MCS, Executive and Finance Committee should work to create a corporate foundation stream of funds.
    - Would the Board make any money doing cluster trainings? Kathryn Helsel is not sure if programs can afford to come. The TAN are starting to do cluster training. Toni Dobrec thinks they can make a little bit of money.
    - Need to market strategic plan and develop a business plan.
    - MCS needs guidance and objectives to raise funds and where they go.
    - Reauthorization: what does that mean to the Conference?

### **MCS Proposed Contract**

- Contract period ends in December.
- Has been historically a year to year contract.
- This time looking at 3 year contract.
- The contract is organized around the strategic directions.
- The contract includes a cost allocation chart; 200 hours are allocated under the mentoring task for the mentoring grant.

- The strategic plan aligns with the budget - would there be room for budget adjustments if we delete items from the strategic plan?
- What areas in the contract would take away work from the contract hours?
- Consider a 10% to 12% cut across the board on MCS contract.
- If you take out the \$15,000 from the mentoring grant the MCS contract is at the same amount as last year.
- We are responsible for the future of the organization.

#### **Ann Belleau Notes:**

- John Pavek moved to table the contract until the '06 operating budget is resolved at the Nov 10 teleconference. Jane Metcalf seconded. Motion passed.
  - Set the operating budget at \$258,500.
- The MCS contract amount must be able to fit into a budget revision without over spending until such time that additional revue can be obtained to support Board function and strategic direction and or conference support.
- The Board has set a goal of \$100,000 for FY06 of revenue/income via grants, foundations, corporations and fundraising to support mentorship, effective programming, and conferences/leadership activities.
  - The strategic directions will be re-evaluated to determine which directions or activities can be deferred or to advocate to other agencies (TAN/HSB) on program needs, etc.
  - Build the mentorship session into the Conference as a pre-intensive track.
  - A tiered system of returning activities to the MCS/Strategic Plan as funding is generated will be developed.

#### **Seating of New Board Members and Alternates**

- **Elections came out of odd regions**
  - Region 1
    - Ann Belleau - Rep.
    - Joyce McClellan - Alt.
  - Region 3
    - Hilda Marshal I- Rep.
    - Sara Young Bird - Alt.
  - Region 5
    - Suellen Hixon – Rep.
    - LouAnn Tenequer -Alt.
  - Region 7
    - Mavany Verdugo – Rep.
    - Gloria Smith – Alt.
  - Region 9
    - Jessie Deardoff – Rep.
    - Caroline Yellow Robe - Alt.
  - Theo Bayou moved to seat new members. Denise Keene seconded. Motion passed

## **Election of Officers, President Elect and Secretary**

- Nominations for President Elect
  - Jane Metcalf- declined.
  - Ann Belleau by Theo Bayou - accepted nomination.
  - Mavany Verdugo by Mary Bendle – declined.
  - Theo Bayou by Mavany Verdugo – accepted.

John Pavek moved to close the nominations for President Elect. Suellen Hixon seconded. Motion passed.

Theo is the new President Elect.

- MaryEllen Fritz moved up to the Representative of Region 10. She and Theo Bayou will need to discuss the impact of both of them serving full time on the Board with Southcentral Foundation.
- Nominations for Secretary
  - Ann Belleau- made by Suellen Hixon – accepted.
  - Suellen Hixon by John Pavek – declined.

Denise Keene moved to close the nominations for Secretary. Jane Metcalf seconded. Motion passed. Ann Belleau was elected by acclamation.

## **Ann Belleau is the new Secretary**

- Joyce McClellan moved up to the Representative of Region 1. They will need to elect a new Alternate.

## **MaryEllen Fritz's agenda items**

- Many concerns that MaryEllen Fritz voiced were addressed by Theo Bayou during the call with Georgey Sparks.
- Add items to the consultation piece for December ACYF meeting.
- Add Tribal J&J to the November agenda.

## **Contract for board members and Alternates**

- All board Representatives and Alternate members present signed the contract that was then signed by Lee Turney.
- The contract will be sent out to Board members not in attendance.
- Board members turned in information page.

## **Code of Conduct**

- All board Representatives and Alternate members present signed the code of conduct.
- The code of conduct will be sent to Board members not present.

## **Conference Planning**

- **Theme - “Echoes from the Past, Voices of the Future: Shaping the Lives of Our Children”**

- Find the poster from Canada “Your Ancestors are looking at You.”
- Child throwing stone in lake with ripples.
- Red color of blood.
- Native symbols (eagle).
- Children growing up.
- Natives in sky (elders).
- Pathway to depict future.
- **Discussion**
  - Slide show with “Let Them be Little” throughout the conference.
  - Offer both basic and advance tracks.
  - Use TAN and HSB staff as presenters (Zero to Three, contractors in area, NIEA, collaboration specialists, disabilities specialists).
  - Presentation of Revised Head Start Act or panel of lobbyist Greg Smith linked with Hastings.
  - People for the past two years will get call for presentations
  - Technology track.
  - Reception at one of the museums.
  - End at 12:00 p.m. on Thursday, June 22, 2006.
  - Luncheon?
  - Annual meeting- reception.
- **Colors**
  - Earth tones.
- **Program**
  - Consider not having a program.
  - Grantees highlight themselves in program for cost.
- **Pre-Intensives**
  - Mentoring 2 days (self-assessment, community assessment, CA updates) .
    - Get a call in to Cynthia to see what is critical for mentoring training.
    - No charge.
    - By invitation only.
  - GABI training - computers donated by computer company for 20/30.
  - Early Childhood Social Emotional Development, Attachment and Brain Development .
  - Recruitment and enrollment (ERESA).
  - Jeff and Johnnie different from last year.
  - 4 or 5 Pre-intensives.
  - Holistic Wellness-IHS or Susan.
  - Rooms max out 40-60.

### **Conference Committee**

Theo Bayou and Lee Turney will be the Co-Conference Chairs.

John Pavsek - would like to help but not as major person.

### **Workshops**

- Model Codes-IHS.

### **Guest Speakers**

- Political/Senators
  - Kennedy

- Clinton Mr/Mrs
- McCain
- Reauthorization people
- Killdee
- Wayne Newton
- Ben Campbell
- Billy Dean
- Kathryn Gotlet-SCF CEO

Lee Turney asked for motion to conclude annual meeting. Suellen Hixon so moved. John Pavek seconded. Motion passed. Meeting adjourned at 12:13 p.m.