

**NIHSDA
Annual Board Meeting
October 6-8, 2006
Corporate Offices – Norman, OK**

Friday, October 6, 2006

Call to Order- Theo Bayou, President, called the Annual Board of Directors' Meeting to order at 8:39 a.m. CDST.

Roll Call – Roll call was taken by the Secretary, Ann Belleau. A quorum of Board members was established.

PRESENT	NOTIFIED	NOT NOTIFIED
President – Theo Bayou President Elect – Vacant Treasurer – Dorothy McCloud Secretary – Ann Belleau Region 1 – Joyce McClellan Region 2 – John Pavek Kevin Hedstrom, Alt. Region 3 – Hilda Marshall Sara Young Bird, Alt. Region 4 – Danny Wells Region 5 – Suellen Hixon Region 6 – Mary Bendle Caroline Alcaida, Alt. Region 7 – Mavany Verdugo Region 9 – Vacant	Region 8 – Susan Carlson Region 10 – Brenda Krupa	

Others present: Toni Dobrec, Kathryn Helsel, Kristi Bentkowski, Teri Stringer and Carol Wedel. Guests were Greg Smith and Georgeline Sparks.

Agenda Review and Approval – The agenda was reviewed. Suellen Hixon moved to approve the agenda. John Pavek seconded. Motion passed unanimously.

Approval of Minutes – Minutes from the June 16-22, 2006 and August 20, 2006 Board of Directors Meetings were reviewed. John moved to approve both sets of minutes. Joyce McClellan seconded. Motion passed.

Region 4 - John moved to formally seat Danny Wells as the Region 4 Representative. Hilda Marshall seconded. Motion passed. Motion was later amended to include the Region 4 Alternate Sue Sampler. Motion passed.

Treasurer's Report – Dorothy McCloud reviewed the expense report, revenue plan, and check register for both July and August 2006. Theo encouraged everyone to work on the region advocacy funds. One correction was made. Mavany Verdugo moved to accept the Treasurer's Report with one correction. John Pavek seconded. Motion passed.

Membership report – Kathryn Helsel provided an update on the status of members for each region and encouraged everyone to contact non-paid members and ask them to join. Currently, membership is at 71%.

Attendance Report – Theo discussed the importance of 100% attendance and that the Board should consider going back to monthly meetings.

Legislative Update – Greg Smith and Onaway Lacey joined the meeting via speaker phone at 10:00 a.m. CDST.

- Reauthorization still on hold

- Congress back November 13, 2006; not likely they will take up Head Start as they can't reach an agreement
- New Congress in January 2007
- Probably will be reintroduced in current form (the gains we've made)
- January - Need a document for new Congress
- Native Language legislation - Bill didn't pass the House; Native Hawaiian issues delayed bill in Senate
- Appropriations - Continuing resolution in place
- Head Start is at flat funding - '06 level
- Committee is concerned about the HHS use of the 13% set-aside (only setting aside 10.3%) and has requested an explanation from HHS
- Even Start dropped to 1.5 million FY 06 - a 65% drop
- Tribal EHS is funded out of the percentage for Head Start Tribal pre-school – Head Start from the 13% set-aside, which is not the same funding stream as the non-tribal EHS. Therefore, Tribal EHS is funded by Tribal Head Start and should be able to use funds 0-5. Flexibility has been included in House Bill but not Senate bill yet.
- Methamphetamine - NIHSDA submitted testimony at meth hearing. Greg is working with Scholastic to develop anti-meth culturally appropriate material for teachers for early prevention.

AI/ANPB Update – Georgey Sparks joined the meeting via speaker phone at 11:00 a.m. CDST.

- *Navajo* – hiring new staff and getting classrooms up and running. Have an acting director. Will have a follow-up review. They have been refunded.
- *'07 Reviews* – '07 programs haven't been notified. Team leaders will be federal staff. Developing protocols on how '07 reviews will be conducted. Review not organized by Core Questions in report back, will be organized using Performance Standards. Different only in the way reviewers will conduct review. '07 Grantees will receive PRISM with new protocols. Focusing more on Performance Standards. There will be 50 re-reviews during FY'07, 3 of these will be Tribal programs.
- *PIR Validation Study* - 2 or 3 Tribal
- *Transportation Regulations* - Will parent transports count as in-kind? Only time Head Start match is if the program does not transport outside of regular transport area. Georgey will get clarification.
- *Reorganization* – in full effect. New titles Region 11 & 12 under Division of Regional Management, along with other 10 regions. All report to Renee. Quality Assurance Division – Ann Linehan, Services Division (Ed, Dis, Health) – Amanda Bryans
- *NIHSDA Conference* – Georgey will find out if federal staff will be able to attend conference in Alaska.
- *Status of Reviews* – Getting reports out from May. Only 1 Tribe fully compliant. Thus far 13 are deficient. Potentially more as reports are issued. Reports go back to Ann from grantees with corrective action.
- *FAA'S* – May have conditions that need to be addressed after the FAA is awarded.
- *New Initiatives* – No new initiatives have been identified for FY '07.
- *Research grants* – 3 - Arizona State University, MSU, and Oregon State University.
- *Under enrollment* – 7 in FY '06 had funding reduced.
- *Initiative grants* – May be available.
- *Communication* – Office of Head Start wants to improve communication nationwide.

Committee Reports

- *Executive Committee Report*
 - Theo gave the committee report, no board action is necessary.
 - Reviewed '06 Board Assessment Summary and identified improvements needed.
 - Reviewed '06 MCS Assessment Summary; overall exceeds expectations. John moved that the areas of identified improvement go to committees. Hilda seconded. Motion passed.
 - Reviewed NIHSDA Information Alert and Administrative Operations Calendar.
 - Joyce moved to accept the Executive Committee Report. Hilda seconded. Motion passed.

- *Budget/Finance/Development Committee Report*
 - Report was given by Dorothy. Mavany moved to accept the Budget Committee Report. Danny Wells seconded. Motion passed.
- *Membership Management & Services Committee Report*
 - Mavany gave the committee report.
 - Toni reviewed the results of the Training Assessment findings and identified problems with the questionnaire. MCS is working on an improved questionnaire for committee consideration.
 - Reviewed the '06 Membership Service Survey results.
 - Danny moved to accept the report. Caroline Alcaida seconded. Motion passed.
- *By-Laws, Governance, Board Development Committee Report*
 - Ann Belleau gave the committee report and presented committee recommendations for revisions.
 - Committee Structure Revision – John moved to accept. Mavany seconded. Motion passed.
 - Meeting Attendance Policy – Caroline Alcaida moved to accept revisions with corrections. Joyce McClellan seconded. Motion passed.
 - Travel Reimbursement Policy – Joyce moved to accept. Mavany seconded. Motion passed.
 - Board Member Orientation – Suellen moved to accept with corrections. John seconded. Motion passed.
 - Code of Conduct - Mavany moved to accept revisions. Hilda seconded. Motion passed.
 - Board recommended that the committee clarify the role of the Alternate throughout the Operations Manual/By-Laws.
 - Suellen moved. Joyce seconded. Motion passed.
- *Education, Information, Conference Committee Report*
 - Theo gave the committee report.
 - Kathryn reviewed the final '06 Conference Report
 - Hilda moved to accept the Report. Mavany seconded. Motion passed.
- *Ad Hoc Leadership/Mentoring Committee Report*
 - Toni gave the committee report and reviewed workshop evaluation.
 - Kathryn reviewed workshop budget, close budget, and move interest to NIHSDA budget.
 - Mavany moved to accept the Report, close budget and transfer interest of \$854.08 to NIHSDA account. Hilda seconded. Motion passed.

NHSA Board Meeting Report - Toni gave the NHSA report of the Leadership Institute held September 27-30, 2006 and Board Meeting. A written report and several handouts were reviewed. Mavany moved to accept the report as presented. Joyce seconded. Motion passed.

Saturday, October 7, 2006

Meeting re-convened at 8:07 a.m. CDST. A quorum was established

Strategic Plan - Toni gave an update on the status and progress toward meeting the established goals for the year. Toni commented that in '07 a new plan would need to be developed. John asked if there is a need for a new strategic plan because the Head Start Act has not yet been reauthorized.

Committee Meetings - Re-visited committee members and made changes. Broke into committees until 9:45 a.m.

Committee Updates

Budget/Finance/Development Committee (Dorothy, John, Kevin, Kathryn and Toni) Dorothy reviewed the Strategic Plan, committee is on task.

- Assignments
 - Review draft policies - Completed 10/6

- Provided draft recommendations - 10/6 for action 10/6
- Conference budget - 10/6
- Audit timelines - Move to February but no later than March
- Discussion Points
 - Review recommendations from Education, Information and Conference Committee in November
 - Toni will review the draft fund development plan to present by December 2006 Board Meeting
 - Follow the approval process for Board travel as written
- Further Discussion
 - Revision of the Operations Manual - Kathryn will make changes
- Meet Tuesday prior to the regular Thursday Board Meeting

Education Committee (Theo, Joyce, and Kristi) - Joyce reported on the task

- Assignments
 - Did not meet engaging 2 directors from Region 1
 - CEU's – did not do, wasn't successful in 2005
 - Met the collaboration for Leadership/Mentoring
 - Conference report completed
- Discussion Points
 - Success's of 2006 conference - do we want to do the same thing for 2007
 - Partnership with ChildCare - met in 2006 - continue for 2007
 - Methods of providing information/training via web
- Further Discussion
 - CEU's for 2007 conference
 - Return to DC for 2008
 - Leadership Mentoring - continue to be a part of conference
 - Who is responsible for Policies and Procedures (Membership and Resource section on web-page)
- Recommendations
 - Research "web training" cost (Kristi)
- Committee will meet last Wednesday of each month; beginning in April meet 2nd and last Wednesday of month

Membership/Membership Services (Mavany, Hilda, and Sara) - Mavany reported on the task.

- Assignments
 - Reviewed committee action plan - Updated and addressed the current task list and established a meeting schedule
 - Reviewed promotional material from NIHSDA/NHSA - (Powerpoint, brochure for Listserv)
 - Grantee Orientation - accomplished
- Discussion Points
 - Communication - Submit in writing the regional reports at each face-to-face meeting
 - Recommend regional reps make and submit a report not only on the membership drive efforts but also on concerns and needs. Get from regional meetings or call local area specialist or collaboration for info or directors directly. At least one seasoned and one new.
 - Fundraising - Online training for a fee (like NHSA)
 - Secure Funding - Go to budget committee (Toni is looking for grants) will work with budget committee
- Further Discussion
 - Review assessment surveys for November meeting and provide recommendations
 - Fund Development Plan - In process at budget committee due in November
 - Review structure of membership - next steps go to Board with need to restructure (research other childcare orgs for membership)
 - Kathryn - asked to add associate membership roles (Listserv)
- Recommendations
 - No increase in fees until more funding for our programs
- Committee will meet 1 hour prior to NIHSDA meeting

Bylaws, Governance, Board Development Committee (Ann, Mary, and Suellen) - Ann reported on progress and task of committee.

- Assignments
 - Clarify the role of the Alternate throughout the Operations Manual and By-Laws
 - Provide guidance to the MCS on annual board training
- Discussion Points
 - Need to incorporate the approved revisions from 10/6
 - Review of By-Laws and Operational Manual for clarification of the role of the Alternate
 - Identified that we need to evaluate surveys to determine annual board training need
- Further Discussion
 - Review of Operations Manual – Alternate's role
 - Review surveys for training needs
 - Develop recommendations for Board action
- Committee will meet Wednesday, October 18, 2006 at 1:00 p.m. CDST
- New member Danny Wells

Review and Update Advocacy Agenda - Toni gave an update on the Advocacy Agenda and the need to look at the changes that may need to happen based on the outcome of the elections.

- Administrative Structure
 - Keep as a point but not spend a lot of time on it
 - Separate board (school board rep.) (board needs a position)
 - Federal funding of pre-k (board needs a position)
 - NHSA wording against Pre-K funding
- Eligibility Criteria
 - Side-by-side p. 22 Tribes determine own eligibility
 - Support NHSA guidelines
 - FLAG GREG ON 49% ISSUE
- Funding
 - Keep un-funded program requirements/regulations
 - Transportation
 - NRS - Social Emotional
 - Professional development/salary increase/teacher qualifications
- Cost-Sharing
 - In-kind
- Native Language
 - Keep language in side-by-side
 - Support NIE/NCA
- Culturally Appropriate
 - Keep
 - Research Unfunded Mandate Act
- Next Steps
 - Survey membership to prioritize items
 - Kathryn, Toni, Greg prioritize list of flexible list
 - Federal Administrative Structure
 - Federal Funding of Pre-K
 - Support 130% of poverty/trade off re: 49%
 - Unfunded Program Requirements
 - 13% set aside
 - Cost Sharing
 - Culturally Appropriate Research
 - Side-by-side
 - Support House - Bring up existing language so there is no restriction
 - Advocacy committee will review side-by-side - Determine language/make recommendations

NIEA MOP – Theo presented MOA with NIEA. It will be signed at the NIEA Convention in Anchorage, AK on Friday, October 20th.

- Changes:

- Need to make grammatical changes
 - Place both logos on MOU
 - TFA will type and get to Lillian
- Concern:
 - Listserv - Put them on NIHSDA (hold until a decision is made regarding associate membership)
- Joyce moved to approve NIEA MOU with corrections. John seconded. Motion passed.

Conference Planning

- Theme
 - Lighting the Way from a Rich Past to a Dynamic Future
- Colors
 - Northern Lights (See postcard) (Green, Red, Black, Yellow, Orange)
- Logo/Artwork
 - Northern Lights
- Agenda/Conference Flow
 - Thursday - Travel
 - Friday and Saturday - Board Meeting
 - Sunday and Monday - Pre-Intensive (3 rooms) 9:00 a.m. - 3:00 p.m.
 - Tuesday:
 - Opening a.m.
 - Workshops in p.m.
 - Whittier Glacier Sun-Mon-Tues
 - Load Bus 3:30 - 4:30 p.m.
 - Leave 6:30 - 7:00 p.m.
 - Wednesday:
 - Workshops
 - Membership meeting 3:00 - 4:30 p.m.
 - Banquet: Heritage Center 5:30 p.m.
 - Thursday
 - Workshops
 - Closing Session 10:30 a.m. - 12:00 p.m.
 - Board Meeting 12:00 - 1:00 p.m.
- Pre-Intensives
 - Directors/Leadership
 - Grant Application
- General Sessions
 - Tuesday a.m.
 - Thursday 10:30 a.m. - 12:00 p.m.
- Keynote Speakers
 - Kathryn Gottlieb - CEO of SCF
 - Priest (Family Wellness) Closing
 - Senator/Representatives
 - Channell, Ann, AIANPB (Renee, Georgey)
- Registration Fees
 - Same as last year
 - \$350-\$400 Early
 - Pre-Intensive Fees \$325
- Vendor Fees
 - Limit 30 tables
 - Corporate - \$300
 - Native - \$200
 - Extra table (Check with Hotel)
 - Flyer for Theo
 - Vendor Signs
 - Ads
 - Heritage
 - Museum
 - Theo for suggestions

- Luncheon/Evening Dinner
 - Exploring Alaska's Culture-Heritage Center - Wednesday Evening
- Children Dance Groups
 - Northway Mall Head Start - Opening/Closing
- Cultural Activities
 - Glacier tour
 - Alaska programs to bring flags
- Topic Areas/Workshop Presentations
 - Head Start Tour Tuesday/Wednesday (Check with Kim regarding SCF buses)
 - Gabi
 - Fiscal
 - Disaster Planning
 - Model Tribal Code
 - Short Cuts to Efficiency
 - In-Kind
 - Identify tribal leader workshops
 - Community Partnerships
 - Family Partnership systems
 - Governance for Tribal Leaders
 - ERSEA system
 - Team Building/Conflict resolution
 - Transportation
 - Training Plan
 - Methamphetamine
 - Re-Authorization
 - Obesity/Diabetes
 - EHS content
 - Mental Health/Wellness
 - PIR
- Recognitions
 - Programs with No-Findings on PRISM review
- Tote/Packet
 - Anchorage Chamber of Commerce (Theo)
 - Backpack/Sling
- T-Shirts
 - 68 left from last year, take orders
 - Sell for same price as last year
- Hospitality/Give Away
 - Moose Droppings - Alaska Berry Company -Theo
 - Alaska Forget Me Not Seeds - Anchorage Chamber of Commerce -Theo
- Conference Committees
 - Conference Committee - Theo (chair), Mavany, Joyce, Sara, Ann
 - Budget - Joyce (Chair)
 - Hospitality - Brenda (Chair), Suellen
 - Local Arrangements - John (Chair)
 - Vendor - Kevin (Chair)
 - Door Prizes - Mary (Chair)
 - Silent Auction - Ann (Chair), John, Joyce, Sara
 - Raffle/Sales - Dorothy (Chair), Theo
 - Give Ways - Mavany (Chair), Theo
- Conference 2008
 - Decision was made not to go to Washington, DC
 - Suggested cities
 - Portland
 - San Diego, CA
 - Anaheim, CA
 - Traverse City, MI
 - Charleston
 - Seattle
 - Reno

- Tulsa, Cherokee Casino/Hotel
- Dates for June 22- 26th, 2008

Theo recessed meeting at 4:50 p.m. until 8:00 a.m. CDST Sunday.

Sunday, October 8, 2006

Theo re-convened the meeting at 8:12 a.m. CDST. A quorum was established.

Administrative Calendar

- Monthly board meetings will be held second Thursday of month at 1:00 pm CDST starting in November '06.
- Phone number/pass code on agenda will be same for every meeting.
- Next face-to-face Board meeting will be at Southwest Conference February 23-24, 2007 in Mesa, AZ (travel on 22, meeting on 23-24).
- Anchorage face-to-face Board meeting will be June 15th and 16th with 14th being travel day.
- Kathryn and Toni will keep major activities on calendar and add committee meetings.

Vacant Positions/Elections

- President-Elect position is vacant due to Lee's resignation. Theo moved into the President's role to finish Lee's term and now begins her regular term of 2 years.
- Reviewed roles/responsibilities of the President-Elect and Treasurer.

Election of President Elect

- Nominations for President Elect
 - John nominated Dorothy McCloud, Mavany seconded.
 - John moved to close nominations for President-Elect: Joyce seconded. Motion passed.
 - Dorothy McCloud is the new President Elect.

Election of Treasure

- Nominations for Treasurer
 - Mavany nominated Joyce McClellan, John seconded.
 - Dorothy moved to close nominations for Treasurer; John seconded. Motion passed.
 - Joyce McClellan is the new Treasurer.

Seating of New Board Members

- Theo called for a motion to seat Sue Sampler, Alternate for Region 4. Suellen moved. John seconded. Motion passed
- Theo called for a motion to seat Vicky Bishop, Alternate for Region 8. Hilda moved. Suellen seconded. Motion passed
- Toni asked the Board to discuss Region 9. Theo will contact Martina and Michael from Region 9.
- New Members Seated: Sue Sampler, Region 4 Alternate and Vicky Bishop, Region 8 Alternate.

Final Conference Planning

- Theo contacted artist David Boxley - He asked that she contact him on March 1st to remind him. Give him a dollar amount and he would donate a carving. It will be necessary to get an in-kind letter for the donation, a bio and description of the carving.
- Also wants to contact other artists/carvers
- Theo gave update on Heritage Center and will check on shuttles
- Planning figure - 325
- First announcement with conference flow to be sent out next week
- Update web-site
- Tribal Leader workshops highlighted
- 2008 Conference
 - Dates - June 22-26, 2008 (travel on 19th)
 - Location
 - 1st Traverse City
 - 2nd Portland
 - 3rd Reno
- Recognitions
 - Hilda recommended Gil Vigil (Kathryn said he was recognized 3 years ago)

- Theo recommended Dorothy for service as Treasurer. Theo moved to recognize Dorothy. John seconded. Motion passed.
- Programs without findings
- Award program for teacher of the year/parent of the year
- Theo appointed an ad hoc committee for planning of awards/recognition system
 - Committee - John (chair), Kevin
 - Charge - Type of recognition system in line with NHSA
 - Committee will report back at November meeting
- Pins
 - Dorothy – Beaded - 40 \$12
 - Ann – Quill – 60 (variety)
 - Ann will get prices on hair clip and bolo
- Banners
 - Alaska programs only
 - Letter from NIHSDA to request bringing flags
- Sponsors for banquet
 - Rasmuson/Cook Inlet Foundation - Theo will check on this
 - Recognize them at conference
- Conference Presenters
 - Travel/per diem cap \$1,000
 - Mary Ellen Fritz/Nila Rinehart/Marcella as a presenters
 - Use TA providers (Sara/Bonnie/Terri)
 - Self-Assessment
- Refreshments
 - Signs on tables and in program (registered conference participates only)

Other New Business

NAEYC Tribal and Indigenous Early Childhood Network

- Re-established interest forum – only happens at NAEYC
- Cathy interested in knowing how many are going to NAEYC - No board members

Report on Canadian Twinning

- Mavany gave update on project - Slow movement; education managers haven't started with children at this time
- Cheryl Prue contacted Mavany. Mavany sent Cheryl's name to a program in Canada and the program will contact her about becoming a pen pal.
 - Update in November
- Mavany put out the invitation to other programs (interested in SW programs)
 - Email Mavany if interested

PI on Key Staff Hire

- Kathryn reviewed PI that came out regarding Key Staff Hire
 - Executive position – will look at salary
 - Grantee Board - board chairperson signs off on grant
 - Quality Improvement Plan - not a requirement
- Kathryn will put on the Listserv a brief explanation of PI

Dorothy thanked the Board for trusting her the last two years. Theo thanked TFA for assisting her in her new position.

Theo ask for a motion to adjourn October Board meeting at 10:50 a.m. CDST. Hilda moved to adjourn the meeting. John seconded. Motion passed.