**Full Board Meeting**

**Monday, September 10, 2012 at 6 pm**

**& Tuesday, September, 11, 2012 at 8:30am**

Present Monday, Sept 10, 2012: Joan Dunn, Cammie Braden, Callie Benton, Jacki Himpel, Barbara Goecke, Kevin Lunsford, LaNell Keeler, Hilary Koehn, Mendy Howe, Barbara Inman, Janet Newton, Nancy Keel, and Donna Anderson

Absent: Bobbi McClellan, Shona Sherraden & Melissa Elliott

Opening & Welcome: Joan called the meeting to order at 6:35pm

Minutes: The June full board meeting minutes were provided to each person and after review, Jacki moved and LaNell seconded the minutes be approved as printed. Motion carried.

Treasurer’s Report will be handled on Tues Morning, Sept 11.

President Report was written and provided by Joan. Joan thanked everyone for their hard work this year. Joan passed around a committee sign up sheet.

Executive Director’s Report - Nancy had a prepared written report .

Callie Benton gave a Communications Update. Items included: KPATA website, Facebook, Matching new titles resources, ability to use Pay Pal for training, membership and donations. These will be shown during the KPATA meeting. Training registration reminder, etc are some examples of the Facebook postings.

Project Manager’s Report -Barbara Inman presented a printed report. It was distributed.

Barbara is pleased with the BLOCK Fest total numbers and noted that her report does not reflect the programs that have their own BLOCK Fest exhibits. The United Methodist Health Ministry funded projects have been successful and have touched all areas of the state. Nancy stated this has been largely because of Barbara’s efforts. Barbara has also given the KPATA Executive Office Secretary, Matt Morgan, an update for the website on Breastfeeding.

Joan announced that additional help may be needed during the Tuesday meeting set up and registration &/or the Annual Meeting. Barbara Inman & Joan Dunn’s secretary will be available Tuesday. Janet will be providing one copy of items per program. These will be available on Tuesday and used Wednesday. We will need a sign in/registration for the Annual Meeting on Tuesday. Joan will have door prizes at the annual meeting. Kevin, Hilary, & Jacki volunteered to assist as needed during set up and registration. Wednesday morning Barbara Inman will assist at the registration table.

OLD BUSINESS

Nancy announced there were some problems with Mail Chimp with the KPATA voting. Only 25 votes were received. KPATA table will be set up during the annual meeting and on Wednesday during Coordinator’s meeting . Nancy encouraged the Board of Directors members to let others know that we are part of KPATA. Please wear your KPATA name tags.

KPATA Election - Ballots were sent out Sept 4 with a deadline of voting Sept 7. The results of the election were shared. There were no write in candidates and the nominees were elected.

Jacki reported that PAT DAY will be March 6, 2013. The Rotunda and the Landon building have been reserved. Cammie suggested conducting a BLOCK Fest event in the Rotunda. Cammie and Leslie (Topeka) will work out BLOCK Fest details.

Our Go To Meetings will not be funded through Cammie’s program any longer. This will be in the new KPATA budget. The projected cost is $468 per year or $49 per month. There is a sizable savings paying for a year at a time (12 x $49 = $588).

Full Board meeting dates for 2013 - Joan has set the dates for the Go To Meetings for January 22, 2013 and June 25, 2013 at 1:30pm. The March meeting will likely be March 5 (the day before PAT DAY at the Capitol in Topeka) with the time and place to be announced. The Annual Conference, KPATA Annual Meeting & September KPATA Board are tentatively set for Early September, 2013. The second week of September has been good this year. We like to avoid Sept 20, “Count Day” for schools. Save the date - 2013 - will be Sept 10 & 11 with the possibility of Sept 9 for the Board of Directors. Discussion centered around where to host next year’s conference. First, Paola was mentioned as that is where Pres Elect, Callie is from. There was the feeling that perhaps a more central location would be better next year. LaNell will check with Ramada (former Holiday Inn) in Salina about availability.

Executive Board Meetings (for KPATA officers & Executive Director) are set for Tuesdays afternoons at 1:30pm. The dates are: Oct 23, 2012, Nov 27, 2012, Feb 19, 2013, Apr 23, 2013, May 21, 2013, and July 23, 2013. Nancy will ask Matt to send reminders.

Team Meetings are also set for the year. These are Oct 19, Nov 16, Dec 14, Jan 18, Feb 15, Mar 1, Apr 19, May 17, June 21, July 19, Aug 16, and Sept 6. These are held on Fridays at 1pm.

During the August 28 Executive meeting, it was decided to purchase note pads and pens. The note pads are here. It was briefly discussed how to get the pens to KPATA members and when. Less expensive pens were also purchased to use as give aways when the KPATA display is used this fall at various events. Suggestions to distribute KPATA member pens were to get them to regional representatives who will attempt to get them to the KPATA members in their region. Another idea was to have them at the fall trainings (OAE, ASQ & Peggy Jones North) where they could be distributed. The note pads will be here at the Tuesday KPATA Annual meeting.

Other Business - BLOCK Fest blocks can be difficult to transport in the large geographic regional areas (NC, SW & SE).

Comments RE: Regional Meetings - SC and NC Regions meet monthly and are very successful groups. The NW meets less often. The NW, SW & SE have greater distances to travel for regional meetings and they have fewer coordinators to come together. The NE is so large (in numbers of coordinators), that there is not good opportunity for conversation to be truly supportive of one another.

Donna had two proposals for the board to consider.

1. An idea how to approve minutes in a more timely manner.
2. When an electronic vote might be in order, a suggestion that ex officio members put in writing the suggested motion and an explanation provided. Then that suggested motion would still need to be moved and seconded by a voting Board of Directors member.

The meeting recessed for the evening.

**Tuesday, September 11, 2012**

Joan reconvened the meeting at 8:45am and had the group introduce themselves. Shona Sherraden was welcomed as the new NW Regional Representative.

Present: Joan Dunn, Callie Benton, Cammie Braden, Jacki Himpel, Donna Anderson, Barbara Goecke, LaNell Keeler, Bobbi McClellan (via Go To Meeting), Kevin Lunsford, Shona Sherraden, Hilary Koehn, Mendy Howe, Nancy Keel, Janet Newton and Barbara Inman.

Absent: Melissa Elliott.

It is noted that Bobbi voted during the morning meeting via Go To Meetings and each of her votes is included.

Old Business Continued

The Diversity Statement that was needed and prepared by Nancy Keel was reviewed. Nancy’s statement follows and is highlighted.

Kansas Parents as Teachers Association prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in membership, access, employment, in its programs and activities. Parents as Teachers programs in Kansas recruit and serve families from any ethnic group that are interested in the services.  Last year parents identified their children in the following ethnic and race categories:  14.3% of Hispanic or Latino; 5% Black or African American; 80% white; 2.4% Asian; 10.7 multi-racial.  Staff is hired to reflect the ethnicity and race of the families they work with when possible.  Staff include white, Spanish speakers (primarily native), Mong, African American, and deaf educators.  Families served also reflect many of the high needs characteristics in Kansas including teen parents, low education of parents, low income, children with disabilities, low birth weight, involvement with mental health or social services, speakers of other languages.

After discussion, the board suggested that it end after the second sentence. Further comments were to include “prohibits discrimination based on religion, military status, sexual orientation and gender”, as well as race, color, national origin, sex, age or disability. We would prefer that it be called a “Non Discrimination Statement” versus a Diversity Statement. While the statistics may sometimes be requested, they continually change. So we want our statement to be something that does not always need updating. Nancy will rewrite and ask Joan to make additions/corrections and grant her approval after looking at it and/or discussing -if necessary- with Nancy. Then the Board of Directors Secretary (Donna) will send the final Non Discrimination Statement out and ask for a motion & second and then a vote from the full board with a one week time limit to complete voting to adopt the statement.

Reinstatement of $7.5 Million to KSDE - This KPATA policy statement request was discussed. Nancy requests that the KPATA Board of Directors have a statement ready if needed. Donna moved that we adopt the following statement:

“KPATA supports the reinstatement of $7.5 million to KSDE for the Parents As Teachers program.”

Hilary seconded the motion. The vote was unanimous in favor.

Nancy mentioned that we need to have a “policy and/or procedure manual”. This manual for the KPATA Board of Directors could perhaps be in google.docs. Policy statements could be posted on the website so they are visible to the membership.

GRANTS/FUNDING SOURCES

KAIMH has a statement about the Children’s Initiative Fund for ECBG/KELC grant. KAIMH’s statement says they will work with whoever is working with children in our state. A similar statement might be something for us to consider.

Janet wondered if KPATA - those with grants writing abilities- could put together a tool kit or how to for other PAT programs. Cammie suggested that KPATA Board members could be advisors.

KELC - Nancy wondered 1)If KPATA could, as a statewide group, apply and 2)Does KPATA want to apply?

Janet stated the Children’s Cabinet wants some changes. They will look at funding programs which demonstrate: 1)strong parent engagement, 2)literacy component, and 3)collaboration. These are some of PAT’s strengths.

Jacki and Cammie stated that KPATA has benefited members with the reporting for KELC. Nancy stated - Child Care Aware - do not see themselves there. Joan stated KPATA needs to take a stand. Jacki moved KPATA participate and continue to help KELC and/or the Early Childhood Block grant if applicable for FY 2013. It was seconded by Kevin. Motion carried.

The “Magic 9” areas of the state include: Stanton, Ulysses, Fort Scott, Atchison, Coffeyville, Dodge City, Topeka, KC, and Wichita.

Hilary represented PAT on Sunflower Literacy. Hilary was pleased it involved ***prenatal***  up to 12th grade. It is exciting to have early childhood included.

Race for the Top Grants are open to districts. Janet is aware of only two districts with an intent to apply.

Nancy believes there will likely be some KELC funds that will not be used. She asked about procedure to dispense these 2012 KELC funds for direct services. Nancy estimates approx $14,000 as the amount. This also means fewer personal visits were provided by a couple of programs. Shawnee Mission could probably take some extra funds as they are almost out of funds and there may be others.

It was noted that if there are not KELC funds beyond 2013, we anticipate that existing programs will integrate those families into regular PAT programs. No vote was required.

NEW BUSINESS

A proposal for a more timely Approval of Minutes - The proposal is that the KPATA Secretary of the Board of Directors will email the unapproved minutes within one week of the meeting to the members present. Kevin moved the above and that the Board will have a vote within one week’s time with corrections/additions being made. Callie seconded. Motion carried.

There was a discussion about how the executive KPATA office might send mass emails. Callie will address this concern. Until a better solution is reached, each Regional Representative should alert their area coordinators - when getting a mass communication from KPATA office - to check the KPATA facebook site and/or KPATA website to get updated information.

TREASURER’S REPORT & 2012-13 BUDGET - Barbara Goecke

Barbara Goecke presented the proposed budget, the Profit-Loss , and the Balance Sheet. Barbara said the font size on the Budget is small but she wanted to limit the printed sheet to one page.

Barbara G went over the budget with the Board. LaNell moved that KELC training money be used to purchase a new laptop for KPATA & KELC use. The motion was seconded by Mendy. The motion carried. Nancy anticipates this will be purchased by Dec. 31, 2012 through the Olathe District. Doing this will provide KPATA with technical services and free internet access.

Jacki moved that Barbara Inman be hired as our Project Coordinator. LaNell seconded.

Callie asked to reword the motion from hired to contract services. Jacki and LaNell agreed to this rewording. Barbara Inman will be “contract services -Project Coordinator” for KPATA. The friendly amended motion carried.

Since Go To Meetings will no longer be provided by Cammie‘s program, Kevin moved that KPATA pay for one year by December, 2012. The motion was seconded by Callie. Motion carried. Janet stated that the state is going to be using “adobe connect.”

Miscellaneous items

It would be helpful if there were a “petty cash” fund that could be used to purchase items as needed for KPATA. Callie moved that we establish a petty cash fund in the amount of $200 to purchase items for KPATA. Jacki seconded (LaNell third) the motion. It is recommended the Executive Director consult with the Board President to affirm any petty cash decision(s). Motion carried.

Approve 2013 Budget

Callie moved we accept the budget as proposed and with the added items (Laptop purchase, Go To Meetings & petty cash fund). LaNell seconded the motion. The motion carried. Nancy has made the additions and the budget will be presented during the afternoon Annual KPATA Membership meeting.

Keep in mind for the future - If KELC funds are no longer available - trainings fees may need to increase.

Donation option is also something we may need to tap into. We could encourage families, partners, etc. to consider a donation, when they express a desire to help PAT.

Telephone calls and emails to Legislators make a difference. Those from PAT staff, families and partners are what is credited with the proviso being removed in the 2012 Legislative session.

The profit & loss statement for FY 2012 was presented.

OAE Trainings will be scheduled in NE Kansas and in Wichita. Liz Abbey is willing to train as many as possible. There need to be at least 4 OAE machines at a training site for approx 40 persons present. Of course, more machines are better.

Reflective Supervision Training is on the KPATA website. There will also be flyers on the KPATA table. At this time the trainings are approx ½ full. October 15 is the deadline. Nancy needs to talk to each host site about the lunch. Goal is at least 25 persons at each site. After the deadline, the KELC partners and/or other partners may be invited where there is space.

Hilary announced: Sedgwick Co is having a Legislative Forum - they are inviting legislators from 3 counties (Sedgwick, Butler and Harvey).

Barbara Inman passed out the DVDs for those who had Breastfeeding Support groups. Barbara will pass these out throughout the day to KPATA members also.

Nancy had mileage sheets to distribute.

The meeting was adjourned at 11:35am.

The Annual Membership Meeting will follow the afternoon Coordinator’s Meeting/Round Table Discussion Groups.

Donna Anderson

KPATA Secretary