

**KPATA Full Board Meeting**  
**May 20, 2022**  
**1 PM-2:36 PM**

**Attendance:** Callie Hoffman, Michelle Kelly, Kicia Wagner, Leslie Ewy, Janet Cody, Dana Book, Lisa Williams, Brittany Denson, Leslie Sissel, Tammy Jilka, Jennifer Bruns, Jacki Himpel, Jenny Whitney, Travis Rickford, Leslie Ewy

Janet was appointed to take minutes when Kicia leaves at 2 PM.

**Approval of April minutes**

- All Members Meeting: Janet moved to accept the minutes as presented, Brittany seconded. No discussion, passed unanimously.
- Full Board Meeting: Jennifer moved to approve the minutes, Tammy seconded. Discussion: change SS and C for audit approval, motion passed unanimously.

**Introduction:** Lisa Williams

**KSDE update:** Lisa Williams

- Please ask if you have questions or need clarification
- Grant award notices sent out over past couple of days, remained fairly level this year. Working on formula to use in future years. Think Tank meets every other week
- Fiscal end of year reporting is open; Funds not used can be returned back to state
  - funds returned last year? ----Lisa will look into and report back to the board
- APR due by July 10th

**President Report & Strategic Plan Update:** Michelle Kelly

- Worked with Callie to go through Strategic Plan and see what is left to accomplish
  - Creating a task force to determine next steps; looking for someone to chair that committee. Chair would not lead the plan, but develop steps on how to proceed
  - Will add it back to the drive (and can access it from the link in the agenda) and provide feedback
- Honored Callie with a certificate for all of her work on the audits

**Education and Training/Conference Report:** Michelle Kelly

- Conference Budget in the shared drive
  - Shows projections and actual expenses; far left column represents what it had been in the past
  - Gained more members by adding the training pass
  - Profit once all is collected will be \$11,438.62
  - Keynote speaker recording will stay posted until June 30<sup>th</sup>; PAT speakers will stay in the drive
  - Next year's conference will be in April; currently looking for a venue
  - Hilary will have the training calendar for the next year out in June
- Conference highlights in shared drive
  - Feedback from surveys
  - Janet will compare to last year's comments at next meeting

**Personnel Committee:** Michelle Kelly

- Budgeted for 9 affiliate PEs, only 6 have been hired, but now there is a need to add 2 in the west and 1 around Wichita. Passed with personnel committee.
- Janet moved to post the position for 3 affiliate PE positions, Jenny seconded.
  - Discussion: 1 needed in SW, 1 in NW and another around Wichita, all positions about 10 hours per week. More referrals have been coming in. Policy states they may not drive more than one hour. Some have reached out showing interest in that area. Passed unanimously. Passed unanimously.

**Executive Director Report:** Callie Hoffman

- ED Report in shared drive
  - Asking for board members to donate to KPATA for her birthday
  - 97% of BF kids are staying with their families as we work with them
  - Text "FOOD" to 304-304: will give you access to food service in your area for 0-18 year olds
- Travis moved to approve the report, Leslie E seconded. No discussion, passed unanimously.

**FFPSA Report:** Jacki Himpel

- Monthly Grantee Report
  - Hit 100 referrals in April, staying pretty steady at 95 and above
  - Went to Coffey county to discuss Family First; pushing to meet with more regions across the state; meeting with Topeka region on June 8<sup>th</sup>
  - Submitted renewal that was due at the end of April
  - Flyers designed by Hilary are sent weekly to DCF staff; currently working on translating them to Spanish
- April 2022 infographic in shared drive
- Brittany moved to approve the report, Jennifer approved. No discussion, passed unanimously.

**Bylaws, Policies and Procedures:** Jennifer Bruns

- Committee acts on behalf of board recommendations and wants to make sure they are meeting the need of board expectations
- If you see any holes in the P & P, send it their way
- Trying to get something in place to help guide their work, creating a year-long calendar
  - Need feedback on 1) what they should be working on and 2) how often bylaws should be reviewed (not rewritten)
  - Research shows 3-5 years, but nonprofits tend to be more like 2 years
  - Last revised in April 2020
  - Asking for motion at June meeting to help guide through the next year
  - Any changes will need to go to the whole membership at the April meeting
  - Discussion: when you review, will it be all at once or in sections--- Could be done in one year's time. What's that look like with rotation of board members--- Committee will not change completely every two years
  - Think about it over the next month. If you have an organization that you can check with and bring info back next time
- In Bylaws: Robert's Rules state the president can appoint any board member secretary duties

**Membership, Nominating and Governance:** Janet Cody

- 2021-22 review
  - 7.9% increase in membership over the year before; looked at where membership came from and barriers
  - Expecting an increase next year too
  - Membership feedback opportunity from the conference: What more can KPATA do to meet your needs? Last year: 12% answered, this year 66% answered. Almost all was positive
- Jenny moved to accept the report, seconded by Jennifer. No discussion. Passed unanimously.

**Finance Report:** Leslie Sissel

- Reports on the shared drive
- Janet moved to approve the Commitment Letter-KPATA line of credit with Capital Federal. Brittany seconded the motion. Discussion: Leslie stated that we will not be charged the \$350 loan fee. Motion passed unanimously.
- Brittany moved to accept the April financial documents. Jenny Bruns seconded. Motion passed unanimously.

**2022-2023 Budget:** Leslie Sissel

- Janet moved to accept the proposed 2022-23 KPATA budget. Jenny Whitney seconded. Discussion: Finance Committee sees a need to adjust the budget to increase the contractual line item so the budgeted amount is close to the amount budgeted last year. Motion failed with 6 opposed and 4 in favor.
- Brittany moved to accept the proposed 2022-23 KPATA budget and task the finance committee with working on a revision of the braided budget that would come back to the board for final approval. Tammy seconded. Motion passed unanimously.

**Board Quick Chats:** Michelle Kelly

- Callie and Michelle will meet with each board member in June. Board members will determine the committee/s they choose to sit on.

**Next Board meeting will be Friday, June 17, 12 noon to 2pm.**

Janet moved to adjourn. Jenny Bruns seconded. Motion passed unanimously.

Meeting adjourned at 2:36pm.