

**KPATA Full Board Zoom Meeting Minutes**  
**June 17, 2022**  
**12-1:38 PM**

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

**Approval of May Minutes:** Leslie moved to approve May minutes as posted, Janet seconded. No discussion. Motion passed unanimously.

**Motivational Minute:** Callie Hoffman & Janet Cody

**KSDE Update:** Lisa Williams

- 2022-23 PAT Directory in the shared drive
- KSDE Deputy Commissioner, Dr. Ben Proctor, is coming on board July 1 for division of learning services; interested in Early Childhood Education
- KS Children's cabinet met on June 3<sup>rd</sup>, discussed consideration of taking additional funding from KEY fund and putting it into the programs and initiatives they currently support. PAT was mentioned several times in the discussion. They meet again on June 24 at 9am in a special session to discuss the \$10 million fund.
  - KSDE is considering how they can best work with all partners and strategize around this opportunity; likely a one-time investment. Will also have to go through the legislative process.
- KSDE is working with PATNC on a Kansas training, earliest possibility in September and would remain virtual

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

- 2018 Strategic and Action Plan Review
  - Reach out to Michelle if you are interested in leading the plan
- Committee Appointments July 2022
  - List in the drive
  - Janet moved to approve the committee appointments, seconded by Jenny. No discussion. Motion passed unanimously.

**Personnel Committee:** Michelle Kelly

- Reminder about BF PE openings; another email with job description and locations has been sent. Interviews in July.
- Need to add a regional director for the personnel committee

**Executive Director Report:** Callie Hoffman

- Draft of the training schedule for next year has been created; training pass ensures you will get all required trainings
- KPAT think tank update: Children's Cabinet met and considering a one-time investment; next meeting on June 24 at 9 am. You can listen live or on YouTube channel.
- Don't forget to send your onboarding paperwork
- Registered for PAT conference in August

- Kansas Home Visiting Conference: Sept 7 and 8
- Updated PAT directory: good to share with new MCH programs
- Draft of calendar for the board
- Janet moved to approve the ED report, Tammy seconded. No discussion. Motion passed unanimously.

**FFPSA Report:** Callie Hoffman

- Everything is in the drive: June Board Brief, May infographic, 22-23 BF Assurances, W-9,
- Working on application for the next 3 year grant cycle, due August 15 (but will submit before)
- 2022-23 BF Assurances have been sent
- Brittany moved to approve the reports as presented, seconded by Dana, No discussion. Motion passed unanimously.

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

- Timeline for bylaws review: searching for guidance from board on how often bylaws are reviewed. Research shows 3-5 years is typical for non-profits
  - Bylaws are not new; most recently updated in April 2020
  - Can always review earlier than expected
- Committee meets next week, will discuss and bring back to the board next month
- Send any further thoughts to Jennifer

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

- 2022 Membership Feedback Opportunity Results
  - 72% answered compared to 12% last year; much more engaged membership than last year
  - Some comments are highlighted (in drive), lots of accolades
  - Varied topic suggestions: strategic planning committee will want to review suggestions and perhaps incorporate into the plan
  - Training topic suggestions were forwarded to the training committee
  - What value have you received from KAPTA membership? Many percentages went down which is odd since there were so many positive comments; may not have been clear on how to answer that survey
  - Some comments on advocacy had more of a negative tone; perhaps because advocacy this year looked differently than in years' past
- Onboarding meetings that need to be scheduled at the end of the meeting: Lisa, Sara, Laurie

**Finance Report:** Leslie Sissel

- Financial documents from CCA
  - Go through the documents monthly and question, when necessary
- Should there be a policy in place to make sure programs make payments in a timely fashion?
- Annual authorization and bank account signature updates
  - Need to be updated annually because of change of president
  - Callie would like to remove CCA executive director and work on a signature policy where Callie will be the signature for all. Board President would be the second signature when required. When signature card is updated, it will only have the 3 signatures, not CCA ED. Will try to have a stamp and use on checks.

- Janet moved that annual approval is voted on by KPATA Board of Directors as part of the financial statement presentation to give the Executive Director, Callie Hoffman, Board President, Janet Cody, and Board Treasurer, Leslie Sissel authority as signers on KPATA bank accounts and asset holdings, as well as give the right and authority to the Executive Director, Callie Hoffman, to apply for and execute contracts with a variety of funders to meet the annual budget. Jenny seconded the motion. No discussion. Motion passed, with one no vote.
- FFPSA budget revision suggestions
  - Last month: accept the proposed budget and tasked the finance committee with reviewing budget
    - The committee will reevaluate during the first quarter and will come back with revisions
- Tammy moved to approve financial documents as presented, seconded by Dana. No discussion. Motion passed unanimously.

**Next Meeting: July 15, 2022, 12-2 PM**

**Tammy moved to adjourn the meeting, seconded by Janet. No discussion. Motion passed at 1:38PM.**

*Kicia Wagner 7/15/2022*

