

**KPATA Full Board Zoom Meeting**  
**April 21, 2023**  
**12 PM**

**Attendance:** Kicia Wagner, Janet Cody, Monica Murnan, Kicia Wagner, Lisa Williams, Jenny Bruns, Leslie Sissel, Dana Book, Sarah Eastman-Olivas, Sara Hunnicutt, Deanna Kessler-Miley, Monique Koerner, Aaron Grunewald

**Approval of March Minutes:** Monica moved to approve March minutes as presented, Deanna seconded. No discussion. Motion passed unanimously.

**KSDE update:** Lisa Williams

- KPATA conference was a success
- KSDE is looking at grant allocations for FY 2024
- Advocacy info will be emailed this afternoon from KPATA
- Series of 4 feedback sessions across the state from the Early Childhood Task Force have been scheduled

**President Report:** Janet Cody

- Will begin having a working agenda for future KPATA meetings with the goal to give everyone a spot on the agenda to report on, including a spot for all 6 regions; everything will be available 48 hours ahead of the meeting; finance committee is working on a new time to meet to give more time to review financial statements
- All committees need to send an invite to Hilary

**Personnel Report:** Janet Cody

- Personnel committee meets on Monday to discuss timeline and job description for ED position

**Interim Executive Director Report:** Hilary Koehn

- Report in the shared drive
  - o 155 in person and 53 virtual attendees at conference; shared drive holds recorded sessions
  - o Feedback email will be sent soon
  - o Call to Action will go out this afternoon to explain what is happening and what to do next
  - o Community Baby Shower on June 10<sup>th</sup>
- Michelle moved to accept the report as presented, seconded by Jenny. No discussion. Motion passed unanimously.

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

- Changes were presented to the All Members meeting on Tuesday and the updated bylaws were approved
- Term limit discussion: What do members want? Do term limits make the most sense or where do we go from here? Changes can be made and presented to All Members meeting April 2024.
- Now that bylaws have been approved, Janet will sign the last page of the document and the updated date will be added to the document

**Membership Nominating and Governance:** Janet Cody

- Proposed slate of officers were voted in unanimously

**FFPSA Report:** Hilary Koehn

- Draft assurances have been approved and sent to programs to sign for the next year
- Gail Vertz is the new committee chair and will begin in July
- Monthly dashboard in the shared drive
- Dana moved to accept the report as presented, seconded by Michelle. Discussion: The infographic is always two months behind. Motion passed unanimously

**Finance Report:** Leslie Sissel

- Working to get everything transitioned to interim ED
- \$10,000 was received by DCF to help offset the budget; will continue to look closely at the budget throughout the year
- A new report to finance committee: actual vs. budget
  - Shows 27% of the budget still remains which gives reassurance that we are good through the end of the year
- Special meeting in May to present 2024 budget
- Considering moving the committee meeting to Tuesday or Wednesday to give more time to review documents before board meeting (possibly change in July based on Aaron's availability)
- Kicia moved to accept the report, seconded by Jenny. Discussion: notes on balance sheet, like unpaid invoices were not discussed by committee yesterday. Leslie will reach out to Kara and Michelle for clarification. Membership invoices and friendly reminders have been sent. If members aren't current at the time of the conference, they are told they can't attend. (The loop hole would be because the district hasn't made a payment.) Motion passed unanimously.

**Action Plan:** Michelle Kelly

- Strategic Plan report draft in the shared drive. Notes made by Callie before her departure. We are already behind in the timeline. Meeting is being held on May 3<sup>rd</sup> to create a new timeline and will bring the final document back to the May board meeting. Email Michelle with questions or clarifications.

If you renew KPATA fees prior to July 1<sup>st</sup>, you will pay \$40. After July 1<sup>st</sup>, it will be \$50.

The shared drive will be cleaned up to ensure all people were added/removed as needed and looking into a specific procedure in place going forward to address this. Looking at Google Business Suite. Drives will not be created by individuals, but tied to the administrative account.

**Next Meeting: May 19, 2023, 12-2 PM**

**Leslie moved to adjourn the meeting at 1:04, seconded by Deanna. Motion passed unanimously.**

*Kicia Wagner 5/24/2023*

## **KPATA All Members Meeting Minutes**

**April 18, 2023**

**1 PM**

**Attendance:** Janet Cody, Hilary Koehn, Leslie Sissel, Kicia Wagner, Michelle Kelly, Sandy Ellsworth, Nichole Fairley, Leslie Ewy, Emily Goetz, Stephanie Taylor, Jenny Johnston, Dannielle Heideman, Sara Hunnicutt, Diane Cusick, Tommie Feldkamp, Melissa Unruh, Melissa Moore, Kari Troyer, Laura Reyes, Sharon Bell, Stacie Nelson, Angie Pierpont, Anne Harris, Dana Clary, Sarah Berkley, Lauri Fitch, Danielle Twemlow, Maricela Hernandez, Brittany Denson, Deanna Kessler-Miley, Lanell Keeler, Amanda Winch, Connie Thompson, Kari Palmer, Leslie Herkelman, Skylar Travis, Nicole McDaniel, Lori Combs, Susan West, Susan Rush, Erica Lann-Teubner, Megan Wolf, Lisa Williams, Jacki Himpel, Jacinda Roberts, Angela Elliott

**Virtual Attendance:** Aaron Grunewald, Callie Hoffman, Maria Torres, Jennifer Bruns, Annie Clark, Crucita Serrano-Diaz, Monique Koerner, Dorothy Hiatt,

**Welcome:** President Janet Cody

- Interim Executive Director introduction: Hilary Koehn

**Farewell for Callie:** Janet and Hilary

- Video for Callie
- Letter from Governor Laura Kelly

**2023 Slate of Officers:** Janet Cody

- Slate on link in Agenda
  - President Elect position on Hold
  - Maria Torres
  - Aaron Grunewald
  - Dannielle: Secretary
  - Monique Koerner
  - Casey Wilkerson
  - SW Regional Director: Annette Wyatt
  - Sarah Eastman-Olivas
- Tammy Jilka moved to elect the fiscal year 2023-24 proposed slate of officers and regional directors, seconded by Sandy Ellsworth. No discussion. Motion passed.

**Introduction of Staff & KPATA highlights:** Hilary Koehn

- Amanda Winch: Admin Assistant for KPATA
- Jacki Himpel: Director for BF grant
- 7 PE on staff (on link in agenda)
- Affiliate successes
  - Implementation of KPATA affiliate
  - Connections with agencies across the state
  - Coverage across the state



- Staff Development with essential trainings
- Affiliate Goals/Plans for Growth
  - Group Connections and Attendance
  - Peer to Peer Support
  - In-person time for staff
  - Intentional time to revisit record keeping/components of PAT model
- KPATA does not receive funding for the affiliate from KSDE
- KPATA Is committed to ensuring model fidelity as PAT affiliate and will remain aligned with PATNC/KSDE for model fidelity

**Strategic Plan/Action Plan:** Michelle Kelly

- Last plan about 5 years ago
- Didn't want to begin another 3-5 years due to changes in Early Childhood across the state, so created a shorter Action Plan
- Draft Action Plan is on each table
- 3 goals came from member feedback
- Final copy will be taken to board for approval
- Leslie E moved to accept the draft, Nichole seconded. No discussion. Motion passed.
- Will be presented to the board on Friday, 4/19 and will be posted on the website once it has passed

**Bylaws, Policies & Procedures:** Jenny Bruns

- Committee is a subcommittee of MN & G. Two main goals: create and follow program rules, (passed by board), create bylaws which are approved by all members.
  - Refresh the bylaws every 3 years
  - A few edits were made the existing bylaws
- Callie moved to accept, Michelle seconded. Discussion: can reach out to Jenny Bruns about any questions; will change inure to ensure. Callie amended the motion to accept change to ensure. Michelle seconded the amended motion. Once approved, it will be taken to the board for approval and Janet will sign. Motion passed with one no vote.
- Thinking long term, how do we want to move forward with position terms? Currently a board member can only serve two terms in each position. Is this still necessary? Think about that for the upcoming year and give feedback to membership if you have an opinion.

**KPATA Committee Work Highlights/Accomplishments:** Janet Cody & Committee Chairs

- Membership, Nominating & Governance - Jeremy Lewallen
  - Requesting new members
  - Added 11 new out of state members
  - Diversifying the board
- Bylaws, Policies & Procedures - Jennifer Bruns
  - Open position
  - 4th Thursday of the month at 1-2pm
- Personnel Committee - Janet Cody

- Oversight committee made up of the board officers and one regional director not represented in the executive board
  - Will be working on naming a permanent ED
- Advocacy - Danielle Twemlow
  - Meets virtually, work through legislative session and organizing an advocacy day educating legislators on the work that we do
  - Learning how new task force will look as we move forward; shared Advocacy Day with other childhood leaders this year
- Education & Training - Hilary Koehn
  - Obtain feedback and determine needs for training in the upcoming year and create training calendar for the year
  - Recruiting new members
- Social Media - Michelle Kelly
  - Would like to continue to build and strengthen this area
  - Email Hilary if interested in joining committee
- Finance Committee - Leslie Sissel
  - Go-between with CCA and KPATA
  - Looking for new members in committee
  - Meets third Thursday of the month at 8:30am
- FFPSA Committee - Jacki Himpel
  - Currently Becky Stewart, but will have a new chair beginning July 1st
  - Meets 1st Monday of the month, virtually and through email
- Regional Directors bring the voice for different regions and bring information to the board

KPATA membership will increase to \$50/year beginning July 1, 2023. If paid before that, it will be \$40.

Tammy moved to adjourn the meeting, Michelle seconded. Meeting adjourned at 2:16pm.

*Kicia Wagner 5/19/2023*

