



May 2024 Board of Directors Meeting  
May 17th; 1 pm to 2 pm

Present: Hilary Koehn, Janet Cody, Dana Book, Annette Wyatt, Michelle Johnson, Sara Hunnicutt, Aaron Grunewald, Michelle Kelly, Dannielle Heideman, Amber Dejmal. Dana Clary

- [Board Minutes](#)

A motion was made to approve the May board minutes by, Michelle Kelly and seconded by Amber Dejmal.

Approve April Minutes - were approved with one correction

- [All members meeting Minutes](#)

Amber Dejmal moved to approve the all-member meeting minutes and seconded by Michelle Kelly.

### **President Report, Janet Cody**

- Report on the Strategic Plan conversations from conference - Coffee Chat
  - Janet and Hilary plan to summarize the notes from the strategic planning meeting at the conference and will share them with the board next month.

President Report, Janet Cody- the report was noted and received for filing

### **Personnel Committee Report - Janet Cody**

- Annual Executive Director Evaluation
  - The personnel committee reviewed the evaluations and Janet will share that information with Hilary on June 6th.

Personnel Committee Report-Janet Cody- the report was noted and received for filing

### **Executive Director Report, Hilary Koehn**

- Hilary shared the [May 2024 Executive Director Report](#)

Executive Director Report, Hilary Koehn the report was noted and received for filing

### **Bylaws, Policies, and Procedure, an update provided by Hilary Koehn**

- They did not meet in April- Hilary gave an update of what they will be working on.
  - Working on staff exit checklists
  - They also have made a list of things that have come up in response to conversations over the last few months.
  - They are also thinking through some pieces with the DCF audit feedback.

The Bylaws, Policies, and Procedures Committee update provided by Monique Koerner report was noted and received for filing.

### **FFPSA Report, Hilary Koehn**

- Hilary shared the [FFPSA Reports](#)
  - The budget report is looking good. The final piece of the budget for any changes and alterations will be submitted on Monday.
  - Looking for a temporary KPATA staff member for Topeka to help cover that area.

A motion was made to accept the FFPSA report by Aaron Grunewald and Michelle Kelly seconded it. The report was accepted unanimously. No discussion.

### **Finance Report, Aaron Grunewald**

- Aaron reviewed the [Finance Reports - Post-Reviewed](#)
  - Everything is looking good
  - When Michelle Johnson was looking through all the reports she noticed that the interest rate dropped down to .2% effective April 27th of last year. The interest rate had been 1.4%
  - Hilary looked into CapFed to see what they had to offer for CDs and she was able to find rates around 5%. So yesterday the finance committee made a motion to have Hillary go ahead and close the UMB CD account, and moved over to CapFed.
  - Hilary reported that the penalty to move the CD is only \$80 so they will plan to move the CD over soon.

A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Amber Dejmaj, and the Finance report was passed unanimously, with no discussion

- Hilary reviewed the [24-25 Budget](#) see the document for more details
  - Michelle asked for clarification on the DEIA benefit
    - Hilary explained
      - Parent educators who are contracted to work 10 hours a week and choose to attend and participate in all of the additional DEIA work that Bright Futures is doing as an organization this year, would each receive a small bonus to be able to be compensated for their time because it would have to be above and beyond their 10 hours of work.

- Amber asked about the allotted amount that would be given for the marketing grant with DEIA
  - Hilary clarified what it was and asked Michelle for clarification on the amount and Michelle replied with \$2500.
  - Janet explained what the Nonprofit Connect dues are and how they benefit from this agency. Janet explained that this would give all board members access to high-quality trainings.
- Amber asked about how to access the Non-Proft Connect
  - Hilary explained that Janet or herself would need to get her access.
  - Janet noted that they will need to remember to add other board members to this access.

A motion was made to accept the 2024-25 budget by Aaron Grunewald and seconded by Amber Dejmal, and the Finance report was passed unanimously, no discussion

- Aaron presented the report that Hilary presented to the finance committee, [Hilary travel to PATNC Conference](#)
  - Michelle asked about the per Diem and if it was lining up with the policy.
  - Hilary said that is one area that needs to be updated in the policies and procedure, but all expenses will align with the current policy.

### **Advocacy Committee Report, shared by Hilary Koehn**

- Hilary is working on recruiting new committee members.

The Advocacy Committee Report, shared by Hilary Koehn, was noted and received for filing.

### **Social Media Committee Report, shared by Hilary Koehn**

- Angie Mendez is now chairing the committee
- New idea “Let’s get SOCIAL” - Lunch and Learns
  - Will have an hour of support for programs with social media.

The Social Media Committee Report, shared by Hilary was noted and received for filing.

### **Education and Training Committee Report, shared by Michelle Kelly**

- The conference went well,
  - Surveys and video were sent out and members have access to those
- Lunch and Learn for Bright Futures Parent Educators
  - 24 educators attended the meeting
  - A video of this Lunch and Learn is available on the member drive.

The Education and Training Committee Report, shared by Michelle Kelly was noted and received for filing.

**Membership, Nominating & Governance Report, Amber Dejmal**

- Variety of videos: keeping them brief and then more focused like training to go in-depth
  - Amber is asking for anyone with pictures of trainings to please send them to her.
- A membership survey will be sent out on the 20th for feedback due on the 31st

Amber Dejmal made a motion to adjourn the meeting and Michelle Kelly seconded the motion. The meeting was adjourned at 2:00.

**Next Meeting:****June 21st 12:00 - 2:00 pm**