



March 2025 Board of Directors Meeting  
March 28th, 2025; 12 to 2 pm

Present: Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Emily Goetz, Amber Dejmaj, Dana Book, Angie Mendez, Kelly Peak

[February 2025 Minutes](#) -

Approval of the February 2025 minutes: Angie Mendez made a motion to accept the February 2025 minutes. Seconded by Emily Goetz. The motion to accept the February 2025 Minutes passed unanimously, with no discussion.

**KSDE update, Lisa Williams**

No report, Lisa was not able to attend the meeting.

**President Report, shared by Amber Dejmaj**

- All Members Meeting April 3rd - 12 pm via ZOOM
  - Slate of Officers sent out to members to vote via a survey link

President's Report, shared by Amber Dejmaj, was noted as received for filing.

**Executive Director Report, Hilary Koehn**

- Supporting Care Providers Fiscal Sponsorship Update
  - Currently on track to start up in April.
- Hilary shared the Executive Director's report, see attached link, [March 2025 Report](#)

Executive Director Report, Hilary Koehn report was noted as received for filing.

**Bylaws, Policies, and Procedures, Janet Cody**

- Met March 27, and they focused on
  - Termination Policy update [Policy 2041: Termination](#).
    - The committee combined the voluntary and involuntary policies to make a new policy, 2041.
    - The new policy was presented to the board for a vote.

Janet Cody moved the accept the combined policy 2041, Angie Mendez seconded the motion. The motion passed unanimously with no discussion.

- Staff Contracts
  - Discussion about the current procedures and the necessity of establishing a formal contract for each KPATA staff member, referred to as a Memorandum of Employment.
  - Kelly inquired about the existence of a process for annual raises.
  - Hilary proposed presenting the matter to the personnel committee to develop a yearly evaluation system, which could later be incorporated into the Memorandum of Employment.

Bylaws, Policies, and Procedures, Janet Cody report was noted as received for filing.

### **Personnel Committee, Amber Dejmal**

- We did not meet in March
- Will meet in April and go over the Memorandum of Employment

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

- FFPSA did not have a meeting this month, as they have updated the schedule to no longer meet monthly.
- Jacki and Hilary are working on the grant renewal.
- Jacki is working on budget adjustments needed for this year.
- Challenges with DCF audit response.

FFPSA report, by Hilary Koehn, was noted as received for filing.

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

- Aaron reviewed the Financial report see attached  
 ▣ Finance Documents Post - Reviewed
- The Finance Committee voted to move the approx. \$12,000 currently in a UMB Money Market account to a CD at Sunflower Bank.

A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Kelly Peak, the motion passed unanimously with no discussion.

### **Advocacy Committee Report, shared by Monique Koerner or Dana Book**

- Update about Advocacy Day was shared during the Executive Director Report and nothing was added.

### **Social Media Committee Report, Angie Mendez**

- Focus on program participation in posts for Facebook, highlighting parent educators with templates of questions. (3 submissions)
- KPATA collab day - Hilary training on Canva to assist programs with creation, social media use
- KPATA closed Facebook group called KPATA social media- moderated by Angie, a place to share ideas, ask questions, network, and support
- Information will be shared with a QR code in the next newsletter.

Social Media Committee Report, Angie Mendez was noted as received for filing.

### **Education and Training Committee Report, Maria Torres**

- Previous Trainings:
  - Protection Orders - 60 attendees at one point, most left
    - The method of replaying a recording created significant sound issues for participants
- Upcoming Trainings:
  - March- Screen Time
  - April - Child Abuse & Neglect
- Collaborative Learning Day - Working to finalize plans and details.
  - April 23rd in Manhattan, KS at K-State Alumni Center
  - Sessions Planned:
    - Group connections
    - Visit tracker / PAT Engage
    - Program promotion / Everyday Advocacy - social media, Canva how-tos, elevator speech - virtual as well
    - Customized planning guides/enhancement enrichment for home visits (*maybe does not lend itself as easily to coordinators*) - virtual as well
    - Difficult conversation starters/role play / Family well-being (*helpful with reflective supervision*)
  - *We have several sponsors for food, bags, and door prizes*

The Education and Training Committee Report, shared by Hilary Koehn, was noted as received for filing.

### **Membership, Nominating and Governance Committee, Dana Clary**

- Board Election email went out on 3/17, open to all KPATA to members until April 1st. Results will be shared on April 3rd @ the All Members Meeting
- 304 Members
- Early brainstorming sessions on reaching out to other organizations/people quarterly via MailChimp to broaden our membership and outreach.

Aaron Grunewald asked if a synopsis could be added to each of the nominations to let voting members understand who they are voting for?

Membership, Nominating and Governance Committee, Hilary Koehn was noted as received for filing.

All Members Meeting: April 3rd, 12:00 - 1:00 pm

Next Meeting: April 18th, 12:00 - 2:00 pm