

**4 R Kids Board Processes Committee
Minutes**

January 31, 2012

12:30-2:30

Madison County Extension

Winterset, Iowa 50273

Board members present: Cynthia Moffitt, Bob Ockerman, and Pete Skerik.

Others present, Debra Schrader

Cynthia volunteered to be the reporter for the committee at the board meeting on 2-16-12.

Policy for board member stipends *(action requested)*

A draft board member stipend and expense policy was reviewed and changes made. It is recommended to the board to approve the policy and budget \$1,200 for FY2013.

Board Evaluation Policy *(information)*

The process for conducting the board evaluation was reviewed. It is suggested to have an outside source to collect and tabulate the results in the future as this would be a neutral party. It was noted that a neighboring ECI area could assist with the collection and tabulation.

Board Performance Evaluation *(information)*

The committee reviewed in-depth the comments and scores from the community board evaluation and board's self evaluation. It was consensus that the committee will assist the conversations at the February board meeting and that all scores and comments would be shared with the board. Items of interest were:

Strengths – The board and the community scored question 6 high

Areas of improvement – The board scored questions 2, 5, 7 and 8 lower

Other notes of interest:

- Representing and marketing ECI is difficult, due to the board not providing direct service
- Setting 1, 3, 5 years strategic plan is advisable
- There are turf issues not only between board members, but providers as well
- There is a need to capitalize on the outside funds that have been received by the contractors

Professional Development *(action requested)*

The board performance evaluation is to assist in driving the board's professional development plan. It was noted that having a contractor/program present at each month at the board meeting for a maximum of 15 minutes would be advisable, and that since the meetings rotate in the county's it would not be a hardship on the contractors. Other professional development activities were discussed such as board trainings and conferences. It is recommended to the board to budget \$1,000 for board professional development activities for FY2013.

Executive Director Succession Plan – *(action requested)*

A draft of the executive director succession plan and annual details document was reviewed and minor changes made. It is required to have a succession plan as part of Levels of Excellence. It is recommended to the board to approve the executive director succession plan.

Levels of Excellence - Public Awareness IV *(information)*

The public awareness criteria for levels of excellence were reviewed. It is noted there is no criteria required for the compliant level. It is noted that the 4 R Kids newsletter and supporting one community event such as the Norwalk Toddlerfest will meet the criteria for the quality level.

A public awareness plan was discussed. Deb will work on drafting a plan for the committee to review. Below are items that were noted during discussion.

Public Awareness Item	Evaluation and Methodology
Email distribution list	# of community partners receiving regular communication annually
Newsletters	# of newsletters published annually
Website	# of website hits annually
Blanket Marketing (i.e. legislative talking points)	# of documents produced annually
Paycheck stuffer	# of paycheck stuffers provided annually # of businesses participating annually

Social marketing was also discussed. It's possible an intern would be a possibility.

Adjourn

Meeting adjourned at 2:30

Respectfully submitted by Debra Schrader, Executive Director