

MOODY EARLY CHILDHOOD CENTER  
Board of Directors Monthly Meeting  
September 27, 2019

Present: Ms. Kinnear (Presiding), Ms. Brown, Dr. Prochaska, Ms. Massey (Video conference), Ms. Adams (Video conference), Ms. Miller, Executive Director, Ms. Garcia, Your Part-Time Controller

Absent: Ms. Doherty, Ms. Templar

The meeting was called to order at 1:05pm

There was a motion to approve minutes from last month's meeting by Ms. Brown, seconded by Dr. Prochaska. Motion was passed unanimously.

No members of the public were present for public comment.

Ms. Miller and Ms. Garcia presented the monthly finance report. Ms. Garcia provided an update on the current status of her team's efforts and plans for the next month. Ms. Garcia announced that the current fiscal year's audit will be starting on October 15<sup>th</sup>. Ms. Garcia reviewed all accounts and discussed upcoming expenses with the board. Ms. Miller provided an update on the current status of our line of credit and fiscal projections through the end of October. Ms. Miller indicated that we may need to make another draw on the line of credit.

Ms. Brown moved to allow a \$100,000 draw down on the line of credit at Moody Bank, seconded by Ms. Kinnear. Motion carried unanimously.

Ms. Garcia noted that full updates and comprehensive financial reports should be ready by the next board meeting. Ms. Garcia left the board meeting at 1:23pm.

Ms. Miller presented the Executive Director's report to the board. She reported updates related to the upcoming charter school association conference, the motor and sensory lab, updates with current partnerships, and the status of ongoing grants. Ms. Miller discussed a possible change in late fee policy to keep families from becoming too far behind in their payments. The board discussed this as an opportunity for our family advocates to engage with families earlier before any difficulties get worse. Ms. Miller discussed a request to open up enrollment for off-island UTMB employees. Further information will be gathered on this topic. Ms. Miller discussed offering no charge after-school care to bring MECC in alignment with offerings at other GISD campuses. Ms. Miller also requested the board donate and solicit gift cards for staff appreciation activities.

The Board discussed the MECC strategic plan developed by Ms. Miller and staff based on the Board's previous discussions during the strategic planning retreat. Ms. Kinnear moved to approve and adopt the strategic plan for 2019-2022 as presented by Ms. Miller, seconded by Ms. Brown. The motion passed unanimously.

Ms. Miller and Ms. Massey provided an update on grants currently under consideration and grants to be submitted. A grant to the Moody Foundation is currently under consideration for \$5.9 million to sustain the operations and capital improvements of the Center. A grant to the Mary Moody Northen Endowment is currently under consideration for \$10,000. A similar grant was also submitted to the

Brownberg Foundation for \$10,000. These two grants are requesting funding for specific purchases of radios, tables, storage units, vacuums, and crash pads for the Center. Ms. Massey and Ms. Miller are currently working on a proposal for the Kempner Fund for \$40,000 for general operating funds. Ms. Massey and Ms. Miller are also working on a resubmission to the Meadows Foundation for capital improvement funds, as well as operating funds.

Ms. Adams provided updates on the implementation of HB3, including the opportunity MECC has for providing input to Early Matters and TEA on their rulemaking as the law becomes implemented. Ms. Brown moved to authorize MECC to become part of the Commit Letter presented by Ms. Adams, seconded by Dr. Prochaska. The motion was passed unanimously.

Ms. Miller provided an update on the Board of Advisors meeting. She discussed upcoming parent classes and family engagement activities and how the Advisors may be able to support these activities. She also discussed their potential for providing scholarship and CDA training support. Finally, she noted that the group toured the new Teen Health Clinic now operating on the MECC campus.

Ms. Miller provided an update on the special event fundraiser. She is working on gaining access to a refrigerated storage unit, as well as shipping and transport logistics to get the donated items to Galveston and into an appropriate storage environment.

Ms. Massey left the meeting at 2:32pm.

The Board discussed the time, date, and location of the next monthly meeting of the Board and set the meeting for Friday, October 25<sup>th</sup>, at 1:00 pm at the MECC family engagement room.

The meeting was adjourned at 2:35 with a motion by Ms. Brown, seconded by Dr. Prochaska. The motion passed unanimously.

Respectfully submitted, John D Prochaska, DrPH, MPH, Board Secretary