

MOODY EARLY CHILDHOOD CENTER  
Board of Directors Regular Meeting  
Videoconference via Zoom  
August 28, 2020

Present: Ms. Massey (Presiding), Ms. Kinnear, Ms. Brown, Dr. Prochaska, Ms. Doherty, Ms. Adams, Dr. Brown, Mr. Parker, Ms. Miller (Executive Director), Ms. Palmer (Your Part-Time Controller)

Absent: none

Ms. Massey called the meeting to order at 1:00 pm. A quorum was present.

There were no members of the public present at the meeting for public comment.

A motion was made by Ms. Adams, seconded by Ms. Kinnear, to approve the minutes presented in the board meeting packet. The motion passed unanimously.

A motion was made by Dr. Prochaska, seconded by Ms. Kinnear, to appoint Dr. Prochaska, Dr. Brown, and Mr. Parker to their first full 3-year term. The motion passed unanimously.

A motion was made by Dr. Prochaska, seconded by Ms. Doherty, to elect Ms. Massey as Board President for the 2020-2021 fiscal year. The motion passed unanimously.

A motion was made by Dr. Prochaska, seconded by Ms. Doherty, to elect Ms. Kinnear as Board Vice-President for the 2020-2021 fiscal year. The motion passed unanimously.

A motion was made by Dr. Prochaska, seconded by Ms. Doherty, to elect Ms. Brown as Board Treasurer for the 2020-2021 fiscal year. The motion passed unanimously.

A motion was made by Dr. Prochaska, seconded by Ms. Doherty, to elect Dr. Prochaska as Board Secretary for the 2020-2021 fiscal year. The motion passed unanimously.

The Board discussed the roles and duties of the Board's standing committees. The Board agreed to appoint its members into the following committees:

Finance – Ms. Brown, Ms. Kinnear, Ms. Massey  
Resource Development – Ms. Adams, Ms. Doherty, Ms. Massey  
Scholarship – Mr. Parker, Ms. Doherty  
Government Relations – Ms. Adams, Ms. Kinnear, Dr. Brown  
Board Governance & Development – Dr. Prochaska, Ms. Massey  
Board of Advisors – Dr. Brown, Ms. Doherty, Mr. Parker

Ms. Parmer (YPTC) joined the meeting at 1:15pm and reviewed her financial reports distributed in the Board Meeting Packet. She discussed changes to Accounts Payable/Receivable system controls, and the new time keeping system. She reviewed our financial standing as of July 2020. The Board discussed exploring CD's and other opportunities for higher interest-bearing accounts. Ms. Parmer informed the Board that the PPP forgiveness paperwork was to be submitted on time.

A motion was made by Ms. Brown, seconded by Ms. Doherty, to renew our line of credit at Moody Bank. The motion passed unanimously.

The Board discussed our current fees related to Your Part Time Controller, and referred further exploration to the finance committee.

Ms. Doherty updated the Board on the Board of Advisors. The Board reviewed the frequency of the meetings of this committee. Ms. Massey will review our 1882 agreement to determine if amendments are needed regarding the frequency of these meetings. The Board discussed changing meeting content and agendas to increase the utility of the advisory board for the advisors and to MECC. The Board Governance committee will check to see what policies at MECC are to be run through that committee before approval by the Board. The Board appointees to the advisory board will evaluate current committee status, survey current members regarding ideas and continued interest, and return to the Board with any feedback and recommendations for improving this committee.

Ms. Miller presented her Executive Director Report. She updated the Board on the current status of the Head Start program. She provided an enrollment update and reviewed upcoming events. She also presented her report that was provided to the GISD Board of Trustees earlier in the month.

Ms. Massey reported that the Resource Development Committee met and is focusing on the "stories" that MECC can tell. Ms. Adams added that MECC's critical role in the initial response to the COVID-19 pandemic, and continued leadership in this role is an additional story to add.

The Board adjourned into executive session at 3:00pm in accordance to the notice posted on the meeting announcement.

The Board returned from executive session at 1538, with Dr. Brown being absent.

Ms. Kinnear made a motion, seconded by Ms. Brown, to award Ms. Miller a 2% raise in salary, effective retroactively to July 2020, and to include a \$5,000 bonus in recognition of her service to MECC over the previous year to be payable immediately. The motion passed unanimously.

Ms. Massey announced that a Board strategic planning retreat will be scheduled for some time in late September or early October to review and update our strategic plan.

The Board adjourned at 3:44pm.

Respectfully submitted by Dr. John Prochaska, MECC Board Secretary