

MOSAC² Board Meeting
July 14, 2005

Columbia, Missouri
Center for Policy & Research

Present: Harry Kujath, Jeff Buehler, Laurie McTearnen, Michelle Ruffin, Pam Osman, Leanne Cantu, Jayne McBride, Sandra Pratt, Robin Granger, Heather Otto, Vicki Stein

Absent: Shayla Hale, Lindsay Hutsell, Shauna Lange, Jana Ming, and Mary Ellen Ponder

Meeting called to order at 10:18 a.m.

Review / Approve previous Minutes – Jeff will recompile meeting minutes, conference calls and strategy meeting for approval at a later date.

President's Report – Jeff Buehler

MOARC – Wrap-up

Jeff updated board on the series of events that took place since the resignation of Vince Vento and the loss of the MOARC grant.

Robin Granger handed out a Phone Survey that Shirley Flath completed and compiled as well as the summary of the Afterschool Summit. (see attachments A & B)

Minority Vendor – Jeff updated board regarding Arrow Marketing was hired as a payroll company to handle payroll for the consultants. The board did not know that Arrow Marketing contacted Vince Vento and told him that they could not provide the services promised at the 5% of the RFP but did contact Vince and inform him that they could use their name as the minority vendor in the contract. Arrow Marketing had a verbal agreement between them and Vince Vento to provide payroll services for the 5% of the MOARC grant. The board did not know that Arrow Marketing was not providing services to MOSAC². With the resignation of Vince Vento, the Executive Board sent a letter to Arrow Marketing letting them know that the board did not know about the verbal agreement and that MOSAC² would not be paid from April 1st through the end of the grant.

Recognizing Consultants and Shirley Flath

The Consultants and Shirley Flath lost their jobs with MOARC changing from MOSAC² to the Afterschool Network. Jeff discussed with the board ways to recognize the consultants and Shirley Flath for all of their hard work with MOARC over the past 2 years.

- A page will be dedicated to the Consultants and Shirley Flath in the next MOSAIC. Another idea was to have a banquet for them and present them with proclamation.
- Small Banquet for the consultants to
- Conference registration fee scholar shipped for the MOSAC² Professional Development Institute and paying for their rooms and awarding them in front of the conference attendees.

Motion: Pam Osman moved that MOSAC² approve Shirley Flath to host a private luncheon for the consultants in Columbia within the next 2 months not to exceed \$500. Leanne Cantu seconded. Motion carries.

Motion: Pam Osman moved that MOSAC² recognize the MOARC consultants by providing them with conference registration, mileage, and hotel accommodations for 2 nights at the 2005 MOSAC² Professional Development Institute. Robin Granger seconded. Motion carries.

Positive Relationship with AfterSchool Network

Jeff wants to make sure that the transition of MOARC to the AfterSchool Network goes as smoothly as possible.

AT& T Grant Update

Robin updated board that there are still two AT&T grants that have to be administered and will end in 2006. Practical Parenting Partnership and the Youth Development Credential. Shirley Flath has asked to stay on to administer those grants for an administrative fee of 5% as well as another month's salary to finish up the Youth Development Credential. She is asking to also stay on board for the next 18 months to administer Cohort's 3 & 4 of the AT&T grant for that 5% which is approximately \$11,000. Shirley is currently filing all of the reports for these grants and administering the grants. Board discussed keeping Shirley on board to help with the transition of the new Executive Director and keep her on payroll for one month from the start date of the new Executive Director.

Motion: Vicki Stein moved that MOSAC² offer Shirley Flath her current salary from the AT & T grants plus expenses effective July 1, 2005, through 30 days after the start date of the new Executive Director. Robin Granger seconded. Motion carries.

Affiliate Summit Update –

Jeff updated board on the Affiliate Summit. Robin Granger and Jeff Buehler attended and he will send out an official report by July 20, 2005.

NAA Report –

- JCPenney is funding \$100K for infrastructure to double the membership of NAA. All memberships are dual memberships.
- Conference 2006 – Louisville, KY
- MOSAC² will receive 3% of conference registration from all attendees from Missouri.

Publications –

- MOTT Foundation gave \$100K for 3 years to produce School Age Review 3 times per year.
- NAA received 1st year but no product.
- NEW Plan – NAA will produce 2 School Age Review – 1 Harvard Edition and another issue focusing on middle school programming.
- Kellogg Foundation -- \$150 K to help build accreditation.
- Cornerstone for Kids -- \$100k for compensation survey
- Regional Rep – Leanne Cantu's resume is on file to be a regional representative.

☑ Working with Mott Networks

Jeff shared with the board the main goals of the Mott Networks

- Public Policy
- Funding & Sustainability
- Quality Care and Programs

As MOSAC begins to refocus, we should shift some of our focus to align with the national movement.

Regional Point Affiliate – South Central Region

- MOSAC² was awarded the RFP for arranging Endorser Visits for the South Central Region. Greg Gilliam is currently setting up the endorsement visits for the South Central Region. Greg and Jeff have been discussing challenges with getting these visits set up. Peter Howe from NAA called and asked MOSAC² to find someone else to do this job. Greg Gilliam sent an official letter of resignation from this position.
- What does MOSAC² do with this responsibility? Board discussed possibilities to solve this issue. MOSAC² could add this responsibility to the Executive Director's job description. What does MOSAC² do in the meantime? Peter Howe said that NAA wants Missouri to handle this responsibility but did state that someone in Texas currently is able to take on the responsibility until we are able to handle it. Board discussed the responsibilities of this position. Do we have someone who could handle this? Board discussed the possibility of asking Shirley Flath if she would be interested or if she would have a consultant that she would recommend for this position. Harry suggested putting this into committee and having several people take on this responsibility to make all the long-distance calls and help coordinate to assist the transition for the new Executive Director.
- Jeff is going to ask NAA for a job description, an active list of Endorsers, training of this position, long distance telephone policy, what are the best practices in scheduling these visits, and timelines. Jeff is going to ask Shirley Flath if she has any recommendations from the consultants who might be able to take on this task.
- Jeff will take the information from NAA and send it to Robin Granger, Harry Kujath, and Heather Otto to consider whether to add this responsibility to the Executive Director position.

Finance Report – Laurie McTearnen

Laurie shared with the board the Treasurer's Report (see attachment C)

Laurie shared that there are a few expenses from the consultants that will still have to be reimbursed but the report is up to date with all accounts.

Jay Acock sent us a letter stating that the money left over from MOARC belongs to MOSAC².

Laurie shared that MOSAC² is already receiving money for the 2005 Professional Development Institute.

Executive Director Search Committee – Pam Osman

Pam updated board on what the search committee has been working on. Committee looked at each application and ranked them and came up with a top 5 candidates plus 2 alternates.

There were 25 candidates.

Committee will be interviewing in 2 weeks for 1st Interviews. Hire date of the Executive Director is projected for September 1, 2005.

Pam is asking if anyone else on the board would like to participate in the interviews and asking for a full day's commitment for the 1st interview and another day for the 2nd interview. Pam is asking for commitment for both interview dates for consistency.

Pam shared with the board the top 5 candidates.

Board discussed key characteristics that we are looking for in a candidate.

Board discussed salary range – Executive Committee met and presented salary scale to the board.

Board discussed a bonus structure for the Executive Director. Salary range - \$37,500-42,500 plus bonuses.

Board discussed the location of the office of the Executive Director. Vicki Stein suggested that we develop a permanent address that forwards to where ever the Executive Director's office is located.

Board discussed long term goal of finding permanent office space but in the meantime locating a mail service to forward the mail. Currently there is no money budgeted for an office. Harry Kujath to look into a mailing service as well as the cost of a 1-800 telephone number.

Motion: Pam Osman moved that MOSAC² approve travel expenses to include mileage, food and lodging for the committee members and Executive Director Search as needed. Vicki Stein seconded. Motion carries.

Board Recruitment Committee – Robin Granger

Robin will contact Debbie Ervay to see if she can get her historical information regarding who is up for re-election and who is rolling off the board of director.

Robin shared with the board that we have to put nominations in for President Elect and Secretary.

Board discussed having the Board Recruitment Committee also serving as the Nominating Committee.

Jeff shared with board that Jackie Bock, Sandra Turner, and Debbie Ervay have resigned off the board of directors.

Robin shared that MOSAC² needs to look at getting equal representation across the state.

Board discussed making two by-law changes at the 2005 Professional Development Institute: (1) Increasing term limits for all officers and board members from one year to two years.

Conference Committee – Vicki Stein

Vicki Stein informed board that the professional development committee is still looking for new topics and additional presenters. Friday's topics include Academics in AfterSchool, Sustainability, and working with Special Needs.

Board Meeting will be held on October 22nd during the last session of the day. Conference Committee to locate a place for board to have dinner following the meeting.

Conference Committee is asking for donations from Board members from around the state for the silent auction.

MOSAIC Update – Jeff Buehler

Jeff gave board a draft layout of the new MOSAIC (see attachment D). Board gave input. Jeff showed a copy of a sample newsletter from the new printer of the MOSAIC.

Unfinished Business –

- Board meetings for 2006 will be scheduled with the new Board of Directors at the Professional Development Institute.
- **Youth Development Credential** - Vicki Stein informed the board that MOSAC² needs to put together a governing body to administer the Youth Development Credential... Vicki is asking for volunteers to serve on this committee. Robin Granger, Laurie McTearnen, Shauna Lange, and Michelle Ruffin volunteered to work on this committee.

Meeting adjourned at 2:25 p.m.