

Mosac2 Executive Board Meeting
9:00 am
February 7th, 2008

Greetings

The majority of items have been gathered from Veronica Knight, Executive Director.

LINC has been supportive of MOSAC2 during this transition. Board decision needs to be made on what our contract with LINC will look like in the future.

Currently, Executive Board is going through PDI information to attempt to make sense of the financials.

Today:

- We need to re-adopt the standing rules in case there have been minor changes. Terri combined the two versions that we had, updating and organizing them.
- Committee work: clear direction of what we need to happen, what is expected, set monthly dates to have conference calls for each committee, need volunteers to chair/co-chair committees, walk away knowing what direction committees are going.
- Tomorrow Network will be meeting, we need to work with them, and share responsibilities.
- 08 Budget needs to be proposed, and voted if quorum is present.
 - Reflects a good estimation of coming expenses
 - Website budget may need to be adjusted: 123 Sign-up needs to be re-worked, consideration of MOSAIC distribution, move forward on becoming more technologically friendly for our membership, HTML e-mails to communicate with members (may not have room in budget).
 - Line item for consultant may need to be clarified
- QRS Endorsement needs to be addressed, discussed & assigned to a committee.
- Someone will have to make an official motion to send Ron to NAA (splitting cost with Nixa)
- Miguel will represent MOSAC2 during the NAA affiliate meeting
- Clarification on protocol for Robert's Rules: If there is a motion on the floor that has been seconded, it can be amended before it is voted on.

MOSAC2 Board Meeting
February 7, 2008

10:05 - Meeting officially called to order

Board Members present: Miguel Jaramillo, Sandra Pratt, Ron Duncan, Tommy Lowery, Terri Foulkes, Kimberly Wooden, Dahna Willis, Jana Ramsey, Carol Peppers, Laurie McTearnen

Quorum not present

Overview of meeting agenda
Introductions

Ron Duncan moves that Carrie Austin be removed from the board due to the fact that she has missed 4 or more board meetings.

Sandra Pratt seconds the motion

Discussion:

- Carrie has not responded to multiple attempts to contact her.
- A certified letter should be sent to thank Carrie for her service, and explain the reasoning for her removal from the board.
- Several people are interested in being on the board.
- Jana will make an excel spreadsheet to document Board Members attendance.
- Clarification should be made on Board Members attendance requirements.

Motion passes: Carrie Austin will be removed from board, and notified appropriately. Carrie will be given the opportunity to stay involved with MOSAC2.

Due to action of the previous motion, quorum now present.

Approval of minutes:

1. Corrections to Membership Meeting, Dec. 2nd:

- Laurie McTearnen's name is spelled incorrectly
- Terri moved that treasurer's report be accepted to be changed to read, "2006 tax return and 2006 annual compilation report be accepted."

Minutes of Dec 2nd, Membership meeting are approved as read, with listed corrections.

2. Corrections to Board Meeting Minutes, Dec 2nd 11:45:

- Miguel Jaramillo's name is spelled incorrectly

Meetings are approved as read, with the above corrections.

3. Corrections to Board Retreat Minutes:

- Dahna Willis joined day two at 11:30

- Tommy Lowery's name is spelled incorrectly
- Meetings are approved as read, with the above corrections.

4. Corrections to Board Interim Meeting Minutes, 1-10-08:

- Sandra Pratt in attendance on tele-conference
- Tommy Lowery's name is spelled incorrectly

Meetings are approved as read, with the above corrections.

Miguel updated board on the happenings of the last month: Communication has been sent to partners (DESE, NAA, Afterschool Network, Link, etc...) to inform them of our transitional period. Miguel met briefly with Veronica Knight on January 16th (her last day as Executive Director). The two agreed to meet again on January 18th to collect the belongings of MOSAC2, and wrap up loose ends. There is still organization that needs to be done to organize financial information, mostly regarding PDI & membership. Miguel is following up on e-mails & phone calls to membership.

Vicki Stein gave Miguel an update on Air Force's intent to send a pilot group through YDC: They are still interested. Vicki is the main point of contact. Lee Tomlinson is the contact person with the Air Force. Vicki and Lee have been in contact over the last few weeks, they will make an official commitment to send 71 Air Force men & women through the YDC in April. A specialized credential will be required for all lead staff in the Air Force youth programs. The YDC has been chosen as the preferred credential.

- MOSAC2 needs to train a pool of assessors to implement the YDC program (approximately 15 people should be sufficient at first)
- We will need to send the Air Force an invoice
- MOSAC2 will support Vicki, and stay involved in the YDC process

Judy Nee along with another representative from NAA/Department of Defense and the Director of the Francis Institute along with Vicki Stein, in addition to representatives from other organizations met at the 2007 PDI to discuss the YDC on a more national level.

Dahna Willis' comments on Miguel's report:

- MOSAC2 needs to send out communication to membership (belief that it informing them of the transition without an Executive Director, and thanking her for her service.
- Board Contact list needs to be consistent as far as listing information for each person (remove title from Jama Dodson's information)
- How can Board Members help with this transition

Miguel Jaramillo's responses:

- Committee work in the afternoon will help clarify Board Members responsibilities & roles.
- The goal is to empower the committee's to do what needs to be done

Ron Duncan's report on Marketing, & PDI:

- Website updates will add: PDF/web version of newsletters, PDI information, information on Veronice and ED position
- Marketing committee will determine when next MOSAIC will come out, and how it will be assembled.
- 2008 PDI update: November 14-16th, major pieces are in place, details need to be worked out (Tracy Ballas, Discover Center, Bill Michaelis, site visits, Dixie Stampede, Branson landing tour, University Plaza Hotel, etc...). We will be "all-electronic" as much as possible.

August 7th, 2008 Board Meeting will be held in the Springfield area.

Terri Foulkes reports on budget:

- Explanation of proposed budget
- Still outstanding invoices, PO's for PDI
- YDC fees from Air Force built into budget
 - Line 89020 needs to be held in reserve until Air Force actually goes through YDC training
- The following line items need to be adjusted:
 - 63600 increases to \$2000.00
 - 69510 decreases to \$3400.00

Kimberly Wooden's question about YDC:

- What will happen if someone in the Air Force doesn't complete the YDC?
 - Will they be able to replace that person, or do we refund the money, or...?
 - Needs to be addressed in the contract with the Air Force

Dahna Willis's questions/comments:

- Would like for us to strategize in order to pull together people in the St. Louis area. Money is not being distributed and shared
 - This conversation needs to be delved into in the afternoon in committee work
 - Would like for us to strategize in order to pull together people in the St. Louis
- Vicki Stein should be compensated in some way, or give a pro-bono statement if she wishes to do so
- Requests that Board Members receive definitions of line items in order to know exactly what each line item is set aside for

Miguel's additional comments on budget:

- We are in need of YDC packets. Quoted price for 200 YDC packets, including MOSAC2 letterhead is \$1058.00

Dahna Willis moves to accept the 2008 proposed budgets with noted adjustments.

Carol Peppers seconds motion.

Discussion on motion – none
Motion passes, 2008 budget is adopted.

Terri Foulkes moves to split the cost of the NAA conference with the City of Nixa Parks & Rec in order to send Ron Duncan.

Kimberly Wooden seconds the motion.

Discussion: none

Motion passes. MOSAC2 & Nixa will split NAA cost for Ron to attend NAA conference.

Terri Foulkes reports on Director Credential, MOSAC2 will be taking the lead in implementing the credential in Missouri.

- Rescheduled meeting will be held in Jeff City on February 14th.
- This credential is a bi-state, multi-level, high-level credential
- Credential expires in 5 years (could be 3?)
- There will be continuing education/training hours, renewal fee, could be some slight differences between Kansas & Missouri but, overall, it will be standardized.

Terri Foulkes updates Board on QRS (Quality Rating System)

- Two bills have been filed
- Voluntary system unless receiving funds/services
- Requires licensing
- Opportunity to provide framework to pull together what is already available
- YDC included, builds on Missouri's current infrastructure
- Would like Advocacy Committee to discuss whether we would be willing to send out information on QRS to membership, & support the initiative.

Miguel gives a brief overview of the Board Manuals

- Any changes to the By-Laws must be adopted/approved by the membership
- There have been modifications to the Standing Rules.
- Terri recommended that we adopt the Standing Rules again, to insure that all changes have been adopted.
- - Jana has the document with the most up-to-date Standing Rules

Dahna suggests that we add a statement at the end of the Standing Rules that says, "All references to the Executive Director position are relevant when an Executive Director currently employed by the organization. When an Executive Director is not employed by the organization, the President will reassign all duties previously assigned to the ED to the appropriate person."

- Due to the fact that we need 2/3rd's of the Board to vote on changing the Standing Rules, this change will have to be approved in the future. The motion can be sent via e-mail, and must be returned via fax.

Sandra Pratt moves to present an amendment of the Standing Rules to the entire board over e-mail, with responses required to be returned by fax. The Amendment will add a

disclaimer to the Standing Rules that qualifies references to the Executive Director position in cases where there is no Executive Director employed by the organization. Carol Peppers seconds the motion.

Discussion – none

Motion passes, Jana will send out the amendment via e-mail.

Miguel leads discussion of committee responsibilities, divides group into Membership, Sustainability & Marketing committees, instructs committees to come up with strategic plan & come up with dates for conference calls,

Marketing/Sustainability committee:

- Funding priority is increasing membership
- Organizational/Board Development – an on-going process on training in leadership, development, Roberts Rules, etc...
- Relationships/Collaboration

By March 31st all Board Members should send an article to Ron Duncan for the MOSAIC. The article can be on the topic of your choice.

Membership short-term goals:

- Laurie will send them via e-mail
- Concerns expressed about who will take on the administrative work in the absence of a salaried employee.
 - Dahna volunteered to send Board members Organizational Development Guidelines
 - Tommy Lowery requested that we get a general model of an organizational structure that we can adapt to our needs.

Professional Development:

- Request from Vicki how we can support her
- Assist where needed with PDI
- Regional/Mini PDI's
- YDC
- QRS
- Director Credential

Advocacy Committee:

- Broad spectrum – from parents to State/Fed
- Parents as decision makers
- Constellation of people for relationship building
- Strengthening families

Next Board Meeting is May 8th in Columbia.

Miguel thanks everybody for time & efforts.

Meeting officially adjourned at 2:36pm