



## EXECUTIVE COMMITTEE

LINKING FAMILIES AND COMMUNITIES (Early Childhood Iowa Area) Executive Committee met on Monday, February, 2022, at 9:00 a.m. at Linking Families and Communities.

### **Members present:**

Clarence Siepker (via Zoom)  
Bob Thode (arrived at 9:10)

Tabitha Acree

### **Members absent:**

None

### **Community Members Present**

Elizabeth Stanek

The meeting was called to order by Chair, Clarence Siepker at 9:00 a.m. Quorum was met.

### **Approval of Agenda**

Mr. Siepker asked if there were any changes to the agenda. No changes were suggested

**MOTION:** Ms. Acree moved to approve the agenda as printed.

**SECOND:** Mr. Siepker

**Discussion:** None

**ACTION:** Motion passed unanimously.

### **Board Evaluation**

Committee members reviewed the compile results of the board evaluation. Ms. Stanek asked if members wished to continue to complete the evaluation annually. Members discussed the evaluation results and any deviation from the current plan.

**MOTION:** Mr. Acree motioned to continue to evaluate annually and to continue to work on the current plan.

**SECOND:** Mr. Siepker

**Discussion:** None

**ACTION:** Motion passed unanimously.



### **Budget Review & Potential Projects**

Ms. Stanek provided a budget update with anticipated spending, as well as, potential project ideas.

**MOTION:** Mr Thode moved to recommend that the board support design of existing centers and funding to new preschool classrooms and those not involved with the state 4 yr old program.

**SECOND:** Ms. Acree

**Discussion:** It would be nice to tie into the sleepsack program with the hospital.

**ACTION:** Motion passed unanimously.

### **RFP for FY23**

Ms. Stanek provided the draft RFP for programs that will seek ECI funding for FY23.

**MOTION:** Mr. Thode recommend RFP to full board.

**SECOND:** Ms. Acree

**Discussion:** None

**ACTION:** Motion passed unanimously

### **By-laws**

Ms. Stanek provided a draft of the by-laws with changes for review. Changes include:

- Reducing the number of days that board members can request items be placed on the agenda;
- Updating the link where the agendas can be found on our website;
- Updating our address to Suite 300; and
- Reducing the number of board members on the Executive Committee from 4 to 3, since our board is at 7 members.

**MOTION:** Mr. Thode moved to recommend the by-laws as presented to full board.

**SECOND:** Ms. Acree

**Discussion:** None

**ACTION:** Motion passed unanimously



### **Board Policies**

Ms. Stanek provided policies with suggested changes for consideration by the committee. The policies presented:

- 5.5 Accounting  
Removes the CPA firm from the review of expenses, check writing and removes the Fiscal Review Team (Committee) and adds the CPA firm reconciliation of bank statements and completing monthly financial statements.
- 5.6 Accounting -ECI Fiscal  
Removes the creation of expenditure reports by the CPA firm
- 5.12 – Invoice Approval & Payment  
Replaces Financial Review Team with Executive Committee for receipt/review of monthly expense sheet completed by Executive Director.
- Chapter 12  
Provides updated instructions for operation.

**MOTION:** Mr. Thode moved to recommend the policies as submitted to the board with an updated address for Ms. Acree.

**SECOND:** Ms. Acree

**Discussion:** None

**ACTION:** Motion passed unanimously

### **Board Terms**

Ms. Stanek provided updated board terms for the Committees information.

### **Updated Strategic Plan Data**

The committee reviewed the updated strategic plan data.

### **Adjournment**

With no further business, Mr. Siewker asked for a motion to adjourn the meeting.

**MOTION:** Ms. Acree

**SECOND:** Mr. Thode

**Discussion:** None

**ACTION:** Motion passed unanimously



Meeting adjourned at 10:15 a.m.

Respectfully Submitted By: Elizabeth Stanek

**NEXT MEETING:**

TBD