

**Wake County SmartStart
Executive Committee Meeting
May 20, 2015**

A regular meeting of the Wake County SmartStart Executive Committee occurred on Wednesday, May 20, 2015 with Board Chair, Mike Smith presiding. The meeting took place in the conference room of the Wake County SmartStart office located at 4901 Waters Edge Drive, Suite 101 in Raleigh, North Carolina.

Executive Committee members in attendance were Lorie Barnes, Kelly Caldwell, Mike Smith with Dale Cousins and Angie Welsh participating via conference call.

Executive Committee members absent and excused were Arvelis Byrd, Mark Langford and Camille Schaffer.

Staff members present were Gary Carr, Pam Dowdy, Nancy Peck, Elizabeth Santana and Anna Troutman.

Executive Director's Report:

- Pam Dowdy gave a brief report on the 2015 Smart Start Conference and Leadership Symposium. She highlighted a session on using specific children's literature with a theme and presentation to tie into fund development value as an example of developing an encouraging approach to community outreach and fund development. Lorie Barnes and Kelly Caldwell, who also attended the workshop, contributed their insights on the training.
- Pam Dowdy raised the topic of Board Giving for discussion. She introduced the consideration of adding Board Giving as a budget line item, and asked the Executive Committee for their thoughts. Committee members discussed establishing a financial goal and goal for percentage of participation, ideas to motivate giving, and ways to keep the Board informed of progress toward the goal. Pam Dowdy related Kim Shaw's offer to give a presentation tied to a children's book to the full Board to encourage joyful giving. Ms. Dowdy suggested that committee members might consider ideas for goals internally, prior to the June Board meeting.
- Pam Dowdy reported on a conference session based on Values Based Advocacy. She commented on the value of this approach in potentially forming a unified advocacy committee with members representing other areas of early childhood. She said this would give the advantage of an expanded network with a broader advocacy message, and ability to focus on niche areas as appropriate to create greater impact. Ms. Dowdy noted she would forward presentation material from the session to Executive Committee members.

Welcome/Call to Order/Adoption of Agenda:

At 8:45 AM, Board Chair, Mike Smith recognized a quorum and called the meeting to order. Kelly Caldwell moved to adopt the agenda as presented. Dale Cousins seconded the motion. Calling for a vote and hearing no objections, the motion passed. (05-15-46)

Lorie Barnes moved to approve the consent agenda including minutes from the previous meeting on March 25, 2015 April 2015 Financial reports, and a recommendation for the decommissioning of assets. Kelly Caldwell seconded the motion. Calling for a vote and hearing no objections, the motion carried. (05-15-47)

Committee Reports

Finance Committee:

Reallocation of Funds

On behalf of Finance Committee, Kelly Caldwell presented a recommendation to authorize staff to make adjustments between program budgets noted on Attachment B.2 during the rest of the fiscal year. Kelly Caldwell made a motion to approve staff authorization to make budget amendments to fully expend any unallocated and projected Smart Start, Program income, and NC Pre-K DCDEE funds for FY2014-15 by adjusting in-house activity budgets. Mike Smith seconded the motion. Calling for a vote, noting an abstention by Lorie Barnes, and hearing no objections, the motion passed. (05-15-48)

2015-16 Administration Budget Recommendation

Kelly Caldwell introduced Finance Committee's recommendation for the FY 2015-16 budget as outlined on Attachment B.4a, and a transfer from Smart Start Administrative funds to Community Outreach and Education to help support the expansion of a staff position to full time status.

RLB Initial 1/27/16 Date

Pam Dowdy provided additional information to support the recommendation, and noted the proposed budget includes funding for contracted services that might be used to hire a consultant for building gradual capacity in fund development. Mike Smith made a motion to adopt the FY 2015-16 Administrative budget inclusive of Smart Start, NC Pre-K Administration, MAC grant, MAC Services and Unrestricted funds; and authorize the transfer of \$30,000 in Smart Start Administration funds to Community Outreach and Education for partial funding of a full-time staff position. Kelly Caldwell seconded the motion. Calling for a vote, and finding all in favor, the motion passed. (05-15-49)

Program Planning Committee:

On behalf of Program Planning Committee, Pam Dowdy presented a recommendation and supporting information to adopt required policies for NC Pre-K in the areas of transportation, transition plan, and family engagement. Dale Cousins made a motion to approve the NC Pre-K Transportation, Transition, and Family Engagement Policies as stated on Attachment C.1b in accordance with NC Pre-K Requirements. Kelly Caldwell seconded the motion. Calling for a vote, and hearing none opposed, the motion passed. (05-15-50)

Chair's Report

- Chair, Mike Smith reported he will speak before the Wake County Board of Commissioners at a public hearing scheduled on June 1. Dr. Smith said he will speak in support of the County Manager's budget proposal in funding for additional Pre-K slots. Pam Dowdy called on Elizabeth Santana who provided detail about a contingent of child care center directors and parents will also speak to support funding for Pre-K. Ms. Dowdy noted that she, Elizabeth Santana and Debi Bartholomew will attend the public hearing.
- Dr. Smith re-opened the discussion on Board Giving. Pam Dowdy suggested the presentation by Kim Shaw and Kelly Caldwell as segue into an introduction of the topic in the Chair's Report at the next Board meeting. Executive Committee members contributed additional thoughts about how to organize the Board Giving program.

With no further business to address, Kelly Caldwell made a motion to adjourn the meeting at 9:30 AM. Mike Smith seconded the motion. Calling for a vote, the motion was unanimous. (05-15-51)

Lorrie C. Barner

Secretary Signature

11/27/16

Date