



## Child Care Providers Coalition of Kansas Board Meeting Minutes

Name of Group: Child Care Provider Coalition of Kansas

Location: Manhattan, KS

Date: 7/13/2024

Time: 9:13 am

Convener:

Submitted by:

Angie Carnes

Approved:

Attendees		Collaborating Partners	Guests
x	Angie Carnes, President		
	Tiffany Mannes, Vice President		
x	Desiree Streight, Secretary		
x	Laura Gunderson, Treasurer		
	April Shuman, Member At Large		
x	Stacy Hook, Member At Large		
x	Beth Kirk, Member At Large		
x	Emily Welborn, Member At Large		
x	Leslie Waggoner, Member at Large		
x	Christy Randall, Member at Large		
x	Venicia Doubrava, Member at Large		
	Paula Hicks, Member at Large		
x	Jamie Brown, Member at Large		
	Brenda Schoen, Past President		

### Motions Discussed and Voted Between Meetings:

5/16/2024: Tiffany motioned to accept the minutes from the May meeting. Beth seconded. Motion passed.

April Shuman moved that the board purchases name tags with the purchase not exceeding \$125.00. Emily Welborn seconds. Motion passes.



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<b>Discussion Topics Between Meetings, No Vote Required</b>

**Meeting Minutes:** Approved May 16th, 2024

**Call To Order-** Angie Carnes 9:13 am

**Approval of Past Meeting's Minutes-** Yes

**Executive Reports:**

**President-** None

**Vice President -** None

**Treasurer-**

2024/2025 CCPC Working Budget

**Yearly Board Expenses**

Insurance \$1200.00

Wix – Domain/Website/Form Builders \$450.00

Constant Contact – Newsletter/Emails \$300.00

Zoom \$170.00

Mail Box \$170.00

Provider Appreciation

Back to School/Fall Postcard \$175.00

Provider Appreciation Day \$500.00

Membership Trainings \$500.00

Secretary of State Filing Fee \$40.00

Retreat \$1200.00

Gifts/Flowers \$200.00

**Regional Professional Development**

Regional Networking Events – \$50.00 Each \$350.00



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**Professional Development Events**

**Fall Event**

Venue \$1000.00

Catering \$1000.00

Keynote

Fees \$1500.00

Hotel \$0.00

Registration

Program/Certificates \$100.00

Ribbons/Badges/Lanyards \$100.00

Decorations \$200.00

Hostess

Presenter/Vendor Welcome Bag \$100.00

**Spring Event**

Workshop Presenter Fees \$2000.00

Give-Aways \$400.00

Zoom Upgrade \$55.00

Survey Monkey \$99.00

**Awards**

Service Award Plaques - \$25.00 Each \$100.00

Provider of the Year

POY Basket \$200.00

POY - Plaque \$25.00

Judges – 3 x \$25.00 \$75.00

Postage \$75.00

Hunter Award

Plaque & Flowers \$60.00

**Total** \$12344.00

**Projected Income**

**Membership**

175 Members - \$25.00 Each \$4375.00

**Fall Conference**

Registration \$5000.00



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50 - Member Only - \$100.00  
T-Shirt Sales \$100.00

**Spring Conference**

Registration \$4750.00  
75 - Member - \$40.00  
25 - Non-Member - \$70.00  
T-Shirt Sales \$100.00  
Total \$14325.00

**Vote:**

Beth motioned to approve the 2024/2025 budget. Emily Second. Motion passed.

CCPC Treasure Report received from Laura Gunderson

The total in the CCPC Capitol Federal checking account ending in 8055 is \$39,451.38

Bank Statement ending 6/30/2024 has been reconciled.

- General Fund - \$38,023.49
- Scholarship Fund - \$741.84
- RPDP Fund - \$686.05

Newest Account Activity:

- Payment to Kansas Secretary of State
- Deposit of KCCTO Payment for the PLAY Academy Registration



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<b>Income</b>	
Membership Fees	\$4025.00
Fall Conference Fees	\$ 4060.00
Fall Conference T-Shirts	\$ 84.55
Fall Vendor Fees	\$ 120.00
Fall Raffles	\$ 834.00
Spring Conference Fees	\$ 3020.00
Spring Conference T-Shirts	\$ 73.92
KCCTO – Membership Fees	\$2625.00
KCCTO – Scholarships for Fall Conference	\$ 2280.00
KCCTO – Scholarships for Spring Conference	\$ 630.00
KCCTO – Grant	\$ 5000.00
<b>Total Income</b>	<b>\$22752.47</b>
<b>Expenses</b>	
<b>General Budget</b>	
Membership	
• Christmas Cards	\$ 169.24
• Provider Appreciation	\$ 214.74
Insurance – West Bend	\$ 1230.00
Wix Domain	\$ 52.50
Wix Website Premium	\$324.00
Wix Form Application	\$124.88
Constant Contact	\$ 440.80
Zoom	\$ 161.89
Pay Pal Transaction Fees	\$ 0.00
USPS	\$ 182.00
Board Retreat	\$ 829.82
KS Gov	\$ 600.00
Gifts & Flowers	\$ 0.00
Marketing Material	\$ 0.00
Advocacy Day Materials	\$ 51.69
Table at KCCTO Mad Hatter Event	\$ 40.45
Awards	
• Provider of the Year	\$ 227.87
• Hunter	\$ 0.00
• 35+ Service Award	\$ 25.00
• Tax & Shipping	\$ 0.00
<b>Fall Event</b>	
Fall Keynote	\$ 4500.00
Fall Hotel-Keynote	\$ 163.49



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Fall Venue	\$ 1430.00
Fall Catering	\$ 1640.30
Fall Hospitality	\$ 103.45
Fall Registration Expenses	\$ 51.62
Fall Decorations	\$ 200.00
<b>Spring Event</b>	
Presenter - Kristy Degraaf	\$ 350.00
Presenter - Kim Specht	\$ 300.00
Presenter - Ann Harris	\$ 200.00
Presenter - April Zajko	\$ 500.00
Survey Monkey	\$ 99.00
Zoom Large Group	\$ 54.13
Session Giveaways	\$ 328.93
<b>Total Expenses</b>	<b>\$ 14,554.85</b>

2023/2024 Annual Treasurer Report – September 1, 2023 – August 31, 2024

### Secretary-

#### 1) Newsletter-

Laura motion that the newsletter duties fall under secretary duties. Christy seconds. Motion passes.

Put together an email to our collaborating partners to spotlight them in our newsletter. When we can put a face with people behind the scenes it builds better working relationships.

**Collaborating Partners-** Nothing at this meeting

### Board Of Administration-

#### 2) Membership-

- \* We are currently at 154 members
- \*Building membership happens through person to person relationships.
  - \*Keep sharing out our information that way
  - \*Board only section of the website has additional marketing materials that can be printed off. We could utilize RPDP funds to assist with printing costs if needed.
- \*Keep pushing for CCPC to have their information included in the provider orientation process.

Membership Benefits

Advocacy

One stop shop

Mentorship

New providers need budget ideas such as seasonal produce ideas



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### **3) Advocacy-**

Chair position is open

We feel like Tiffany is the best person for this position

We need to bring more positive stories to the media

Licensing specialist:

- When regulations are left to interpretation it makes our jobs difficult.
- Hopefully the new regulations will eliminate that however we need to be watchful of the gray interpretations collaboratively and we can bring those concerns to KDHE to be the solution

In our members only section:

Let's put together a How to navigate surveys and what to do when we disagree. (providing professionalism to our members is a benefit)

### **4) Regional Professional Development-**

It is time to change the name of this committee to better represent what it provides as a whole. After discussion

Laura motions to change Regional Professional Development Group to Regional Networking Alliance. Christy seconds. Motion passes.

As a whole the group wishes to get more action on the FB groups by posting daily to different themes over the next year.

- Monday: Monday meal tips
- Tuesday: Toddler tip tuesday
- Wednesday: What's your way of conquering...
- Thursday: Thankful Thursdays
- Friday: Tell me something good

We also decided that in the descriptions of each FB page that along with the counties included within the group the regional rep would be listed, so providers knew who to reach out to within their regions.

We also want to work with membership to create questionnaires that will collect information about our members that can be shared on our main FB page and in our newsletter.

### **5) Social Media/Website-**

Blog post: Laura and Jamie are interested



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Kansas Child Magazine articles: Desiree, Christy, Laura, Jamie, Venicia are interested.

### **6) Kansas Family Child Care Week - Nothing at this time**

### **7) Provider Appreciation-**

Next years gift idea: Sonic Gift Cards

Laura motions to increase Provider Appreciation Day funds to \$1000 and decrease membership training to \$0. Christy seconds. Motion passes.

### **8) Conference-**

#### **a) July 2024 Conference Report**

1. 2024 PLAY Academy Recap
  - i. Total of 85 registered participants
    1. 18 first time participants
    2. 6 used the employee option
    3. 26 used the membership option
    4. 12 KCCTO Scholarships
  - ii. Going forward:
    1. How many sessions? (4 T/Th sessions in April)
    2. Vendors? \$25 fee for members and provide commercial type introductions.
    3. Give Aways PLUS Full participation Raffle
2. Fall event – Camp Connect!
  - a. Event location: Kansas Bible Camp in Hutchinson
    - i. Dorm sleeping (8-10 per room)
  - b. October 5 th – 6 th
    - i. Friday October 4 th –
      1. Members arrive
      2. Yvonne arrives
      3. Any early set up
    - ii. Saturday October 5 th
      1. Morning Snack & Coffee Bar
      2. Morning session starts at 10:00 a.m.
      3. Lunch (awards and raffle baskets)
        - a. Hot Dog Bar





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b. Would love board members to do raffle baskets but would like them to be self-care themed – no kids' stuff (around \$25 each)

4. Afternoon Session starts at 1:30(Take Away -Gratitude Boards)

5. Down time

- a. Lawn games
- b. Go for a walk
- c. Connect!!

6. Dinner @ 6 or 7?

- a. Soup Buffet

7. Outdoor movie/Slumber party & Popcorn, Smores Bar/Hot Chocolate

iii. Sunday October 6<sup>th</sup>

1. Breakfast and send off (8-10a.m.)

a. Casseroles we can make ahead of time

c. Price: \$100 per person

i. Cost Breakdown:

1. \$20 for location (=\$1000 donation to KBC)

2. \$30 for speaker (= \$1500 to speaker)

3. \$50 left for everything else (food, materials, etc.)

d. Yvonne Cottage presenting.

i. She is doing 4 hours for \$1500

ii. She would love to stay in one of the beds on property.

e. Other:

i. Have sunscreen/bug spray stations around the area

ii. Welcome baskets

1. Journal

2. Pens

3. Blanket

4. Flashlight-April has

5. Chapstick-April has

6. Other ideas?

Colored nametags to match each region

iii. Provide participants with a "packing list" and "what to expect" email upon registration.

1. Feedback on packing list mock-up

**b) Board Nominations-**

Christy motions that the nominating committee chair duties be the Vice President duties. Laura seconds. Motion carries.



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After additional discussion and examination of the by-laws the above motion may not stand and additional investigation will be needed.

### **c) Provider of the Year -**

7 providers turned in their notebooks  
89 and 79 points were the 2 top scores. After examining both notebooks the POY was voted on.  
Corrine Carr will be the 2024/2025 POY.

### **d) Hunter Award-**

The award was discussed and details examined as to who would be eligible for this award. The decision to ask for nominations was made and to then present the award at the lunch of our fall event on Saturday.

### **e) Scholarships-**

#### **f) 35+ year service award**

- i) Members only
- ii) Laura motioned that in order to receive the 35+year service award they must be a member and it is recorded on the membership form as a licensed family child care provider.  
Emily seconded. Motion passed.

### **9) CACFP**

2024-2025 updated rates

Tier 1

Breakfast	\$1.66
Snack	\$.93
Lunch	\$3.15

Tier 2

Breakfast	\$0.60
Snack	\$0.26
Lunch	\$1.90

### **Old Business-**

501c6 is currently what CCPC is

501c3 gives CCPC access to more funds and donations

The decision to create a committee to work on this has been tabled until we are able to bring all our board documents to be updated.



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Onboarding/mentorship-we discussed how we can be helpful and available to our new board members. We discussed the communication through messenger and the google calendar.

In addition each board member was given a paper copy of information for their board member support person. Take time to reach and get to know one another as well as provide a christmas and birthday gift to them. Christmas gifts will be exchanged at our next in person board meeting in January if weather permitting.

### **New Business-**

#### **CCPC Family Child Care Educator Endorsement program**

What is it?

A CCPC Family Child Care Educator Endorsement offers recognition to family child care providers meeting the highest standards for home-based early care and education. An endorsement is awarded to family child care providers who meet the eligibility requirements and the quality standards for CCPC Family Child Care Educator Endorsement.

Who can apply?

Licensed Kansas In-Home Family Child Care Provider  
Member of CCPC

How to apply?

Application form can be found on the CCPC website

We will use guidelines and rubric for the POY for the FCC Endorsement

What is the application fee?

There is an application fee of \$10.00. This is used to pay to ship back your notebook once it has been scored.

How do you earn your endorsement?

Family child care providers receive this endorsement by completing a Family Child Care Educator Endorsement notebook. This will highlight their high level of quality through a process that examines all aspects of the family child care program.

Relationships

Child Care Environment

Developmental learning activities



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Professional Development  
Safety and health  
Professional and business practices  
Community Involvement

This is a self-paced process. The application process opens on October 1 st and completed notebooks are due on June 1 st .

Once notebook is complete, it is reviewed and scored by qualified early childhood professionals using the Family Child Care Educator Endorsement Rubric. Endorsements will be rewarded September 1 st .

Endorsement notebooks will be judged by a CCPC committee over the summer. This will give us 3 months to review notebooks.

A provider will need to earn 85 out of the 100 points to earn the endorsement.

Providers scoring higher then 90 will be considered for Provider of the Year.

How long is the endorsement good for?  
Once an endorsement is earned it is good for 3 years.

How to renew your endorsement?  
If a provider would like to renew their endorsement after their initial endorsement expires, they will need submit a renewal application form and payment. Then they will need to submit their updated Family Child Care Educator Endorsement notebook, this will include an update training record along with new family and community recommendation letters.

Beth motions to implement the CCPC family child care educator endorsement program for a fee of \$50 good for 3 years. Applicants must be in good standing with KDHE and be a current CCPC member. Laura seconds. Motion passes.

It has been brought up that we need to put together a code of conduct to encourage positive professional relationships.



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**CAPE:** The discussion of what CAPE occurred. CAPE will be the name of KS work registry for providers. It will house all of our training information. In addition the organizations such as KDHE, DCF, KCCTO, CCA will house all of their training in this one location. A test launch will occur this fall and then hopes to open to everyone by mid 2025.

All awards will be presented at the fall event.

Review of the by-laws began. We will be working to bring all languages up to date with the times as well as review the calendar to ensure the date of the annual meeting is. Discussion of when to best hold our annual meeting. Maybe move it to August so that we have the full year's reports to present and then present a teaser to our fall event. However more discussion for how the overall board calendar looks is needed to best meet the needs of the organization.

**Yearly calendar was looked over and the date of our May board meeting was moved to May 3rd.**

### 2024-2025 CCPC Yearly Calendar

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
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15	16	17	18	19	20	21
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29	30	31				

January						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



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March						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
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MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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29	30					

July						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Meetings

September 14 - Zoom  
Laura

November 9 - Zoom  
January 11 – In Person  
- Angie

March 8 - Zoom  
26 - Paula

May 10 - Zoom  
July 12-13 - Retreat  
& Jamie

### Birthdays

September 19 - Desiree

September 24 - Leslie  
November 2 - Tiffany

December 15 - Venicia

December 26 - April  
January 3 - Stacy

February 6 -

February 17 - Beth  
February 26

April

May 25 - Emily  
August 9 – Christy

**Next Meeting Date-** September 14, 2024 at 9:00 am

**Meeting Adjournment-** 6:20 pm

Respectfully Submitted on \_\_\_\_\_.

Desiree Streight, Secretary

Child Care Providers Coalition of Kansas

*Please note that CCPC Minutes are to be kept confidential until approved and accepted by the board.*