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| Name of Group: | Child Care Provider Coalition of Kansas  RETREAT | Location: | 1829 E 800 Rd, Lecompton, KS |
| Date: September 12, 2020 |  | Time: | 9:00am |
| Convener: | Angie Carnes | Submitted by: | Emily Barnes |
|  |  | Approved: |  |

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| Attendees | | Collaborating Partners | Guests |
| X | Angie Carnes, President | Mitch Rucker- KAC |  |
| X | Carrie Griffin, Vice President |  |  |
| X | Tiffany Mannes, Treasurer |  |  |
| X | Emily Barnes, Secretary |  |  |
|  | Gina Blessing, Member At Large |  |  |
| X | Krista Boone, Member At Large |  |  |
|  | Dusty Davenport, Member At Large |  |  |
| V | Janine Foth, Member At Large |  |  |
| V | Sarah Goertz, Member At Large |  |  |
|  | Stacy Hook, Member At Large |  |  |
| V | Brenda Schoen, Past President |  |  |
| V | Lacey Shoeneman, Member At Large |  |  |
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\*V= Virtual Attendance

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| **Motions Discussed and Voted Between Meetings:** |
| 8/27/2020- Angie informs the board of open positions for Vice President and Secretary. She opens the floor for self nomination by 12pm that day. Angie appoints Carrie Griffin for Vice President, and Emily Barnes for Secretary. Brenda moves for a vote, Lacey seconds the motion. The motion gains 9 “aye” votes and passes.  8/27/2020- As a result of the Vice President appointment, the Treasurer position becomes available. Angie appoints Tiffany Mannes. Brenda moves for a vote, Lacey seconds the motion. The motion gains 9 “aye” votes and passes.  9/2/2020- Angie presented the possibility of discontinuing CCPC’s subscription to GoToMeeting as a virtual platform and registering for a Zoom subscription for the 2020-2021 board cycle. Discussion occurred concerning price, advantages, and intended use of the subscription. Brenda moved to change the meeting program from GoToMeeting to Zoom effective immediately. Gina seconded the motion. The motion gains 8 “aye” votes and passes. |

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| **Discussion Topics Between Meetings, No Vote Required** |
| 8/11/2020- Angie confirms with board members for attendance to the upcoming Board Member retreat On Sept 11-13, 2020 in LeCompton, KS.  8/20/2020- Angie begins planning a 1 hour online training course, taught by Amy Nelson. She suggests, September 7, 2020, then offers the choice of September 9 or 10, 2020 at 7pm. |

**Meeting Minutes**

**Call To Order-** Meeting was called to order at 9:17am.

**Approval of Past Meeting’s Minutes-**

**Executive Reports-**

Introduction of board members to each other.

**President-**

1. Discussion concerning strategic plan developed by Strategic Planning committee. (*See attached for notes)*

**Treasurer-**

No report from Carrie. Changing names on the account stopped the statements from coming to Carrie’s house. She will follow up on that detail.

1. Refunds- after the 2020 conference was canceled, refunds were made. The option of crediting conference payment to the 2021 event was given, some members chose that. Christ The King in Topeka has 20 credits for attendance. Carrie voices need to refund those at this point.
2. Tiffany Mannes becomes Treasurer and will begin receiving financial updates

**Collaborating Partners-**

**Mitch Rucker- KAC**

Discussion about partnership for Advocacy. The group discussed creating a training course with Mitch and potential for a “Meet and Greet” event in Topeka during the 2021 Legislative Session. (*see attached for details)*

**KDHE-Mary Murphy**

Touched based with Mary about the K-12 education pods.

1. If providers want information about considerations, there is a graphic that can be pushed on our social media again.

**Board Of Administration-**

1. **Membership-** Total members 184. A handful of people did not renew their membership. Angie has been reaching out to people to gain new members in various areas of the state.
   1. Lacey acknowledges the need for pushing the positives and benefits of membership.
   2. Brenda wants to see CCPC toot the board’s horn about the efforts being made. “We heard you and have reached out to KDHE.” Report back about efforts made on the board’s work on their behalf.
2. **Advocacy-** In May CCPC joined CCA, KSAEYC, and Head Start for grass roots advocacy. 5 online training sessions offered in June and July. Peggy Kelly from Head start created the training. The first half of the training was essentially “School House Rock” and explained the legislative process, the second half was the HS rep talking about why you would advocate and how. Emily wants to adjust the training course (with Mitch) so it specifically speaks to FCC providers. Emily discusses that advocacy is not just at the federal level and includes local efforts, chamber of commerce, etc.
   1. Get the training going,
   2. Get the message out that this year we really need to learn more about our legislators and if they will fight for FCC rights. We need to teach providers to speak to their local reps and ask if they will support FCC providers. Mitch teaches the legislative process is constructed so that bills won’t pass. The first six weeks of session are make-or-break.
   3. The goal is to offer this training free to CCPC members. Could be offered a few times a year. Find a way to add it into RPDP in person.
3. **Regional Professional Development-** Angies asks Sarah to become RPDP chairperson. Group holds discussions about the needs and ability to adjust RPDP to fit the needs of providers. RPDP was created under the pretense of in person training approval. Since the dynamic of the world has changed in the world the program can adjust to what providers need for access.
4. **Newsletter-** Angie informs the group that she changed format on Constant Contact. Carrie takes over the newsletter for this term. Roughly 50% click rate to those who received it. Board discusses:
   1. Add bullet points of “upcoming dates” or important info
   2. Possibility of advertising in the newsletter
5. **Social Media/Website-** Angie voices need for board members to help interaction on the posts.
   1. Numerous requests each week for joining the group page, Angie clarifies with the request about membership in CCPC to gain access
   2. Going to add a section to the website for Advocacy “How to Advocate”, and for “How to Start a Child Care”.
   3. Angie requests that the board write blog posts about various topics. Acknowledgement that blog posts on website are not highly viewed. Discussion about how to increase traffic and updating. Sarah offers to create discussion about “things I wish I’d known” and other blog topics.
   4. Kansas Family Child Care Week- was done only on Social Media this year. Angie suggests to keep it there going forward so that the entire state can participate equitably. Instead of being a stand alone event, work it into the social media chairperson’s responsibilities.
6. **Provider Appreciation-** Gift was well received. Krista is willing to step into this role. Discussion about the difficulty of price and logistics of shipping.
7. **Conference-** Discussion was held about how to handle the conference for 2021. Angie acknowledges that in-person conference is preferred but the risks of going forward do not indicate that it is feasible. Tiffany noted that if a decision needs to be made now, the data available does not suggest safety. Carrie notes that refunding the 2020 registrations was a headache. She voices that the cost of loss on this could be problematic.

Angie explains that virtual for CCPC will have to look different than NAFCC and NAEYC formats. Presenters have all voiced “let me know what you need.” Angie suggests a yearly theme with training courses offered throughout the year. Then couple with RPDP small groups in person. Janine asks about the concept of a Super Saturday. Carrie explains The Family Conservancy’s format is a selection of training courses each night of one week in October then receiving certificates at the end of the week. Carrie mentions the need to have this year’s annual meeting which can be coupled with courses that week.

Discussion held about door prizes. Krista suggests an option through Amazon. An idea is brought up about the spinning wheel app, assigning numbers

Discussion held about how to include exhibits and vendors- $10 offers the option of posting an open party link

How to handle exhibits/non-profits? TABLED

1. **Job Duties-** Angie presents a job tree
   1. President- Angie
   2. Vice President- Carrie
   3. Treasurer- Tiffany
   4. Secretary- Emily
   5. Conference- Angie
   6. Advocacy- Emily
   7. Provider Appreciation- Krista
   8. Newsletter- Carrie
   9. RPDP- Sarah
      1. Region 1- Colby- Janine
      2. Region 2- -Janine
      3. Region 3- JoCo- Tiffany
      4. REgion 4- Emporia- STacy
      5. REgion 5- Wichita- LAcey
      6. Region 6- Ulysses/Garden City- Terria (non board)
   10. Membership- Angie
   11. Website/Social Media- Angie and Carrie
   12. Exhibits/Vendor- TABLED
   13. Registration- Tiffany/Carrie
   14. Door Prizes/Donations- Dusty
   15. Advertising- Emily/Krista
   16. PRovider of the Year- Lacey
   17. Scholarship- Lacey
   18. Hunter Award- Tiffany
   19. Board Nominations- **TABLED**
   20. Book Fair- Angie
2. **Board Communication-**
   1. Angie asking that the board meet one time per month with zoom and in person meetings. Meetings will be brief to be used as check-ins.
   2. In-person meetings will be moved to Emporia, KS.
   3. Angie presents a calendar with set dates for meetings.
3. **Mailbox-** Angie suggests forwarding mail from the PO box to the secretary’s home. Secretary will record mail in minutes, then bring information to meetings. Lacey asks about the potential cost of forwarding the mail. Carrie and Angie will research the details and present info through email.
4. **What’s Your Why?-** Angie presents blank papers with “What’s Your Why?”. She asks the board to fill in with our reasons for why we are on the board.
5. **Old Business-**
   1. None
6. **New Business-**
   1. Carrie moves that CCPC holds a virtual conference April 17-23, 2021. Tiffany Mannes seconds. 7 “aye” votes, 0 “nay”. The motion carries.
      1. Lacey counters a date conflict on April 9 & 10 with another organization in Wichita. Discussion held about moving the kick off date for April 17, 2021. SArah suggests having remote pods for small group attendance for kick off with Keynote Speech and Open Meeting. Discussion about 1 training session per night Monday- Friday.

**Next Meeting Date-** October 8, 2020, 7pm via Zoom

**Meeting Adjournment-** Carrie moves that the meeting adjourns. Krista seconds. The motion carries.

Respectfully Submitted on 9/14/2020,

Emily Barnes, Secretary

Child Care Providers Coalition of Kansas

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

*Additional Discussion Notes:*

**From the President’s Report-**

1. Strategic Planning-
   1. Proposed Vision Statement- updating to clarify focus
      1. “*Every family child careprovider in Kansas has access to the highest quality professional development and resources that promotes their growth as educators and leaders.”*
   2. Proposed Mission Statement- update to clarify focus
      1. *“Provide access to high quality professional development to encourage use of the most current best practice recommendations, metwork to support each other as colleagues, and strong advocacy to highlight strengths and opportunities.”*
   3. See Strategic Planning document attached for details.
   4. Discussion about remaining non-profit as a 501(c)6 vs changing to 501(c)3. (Tabled until Mitch from KAC arrives later in the morning.)
   5. Core Values-
      1. Angie used key points from an existing philosophy- **In order to create a more unified network of family child care professionals,** **CCPC promises to...**
      2. *“Founded for and by family child care providers in Kansas”-* **operate solely by licensed family child care providers** in Kansas
      3. “*Support ~~group~~ for strength and unity ~~in representing our viewpoint on child care issues~~”* - ...**to inspire collaboration between colleagues.**
      4. *“Celebrates the beauty of diversity in family child care”-*
      5. *“Encourage what works best with each providers family, talents and resources”-* Join with “celebrates…”, amended to **Celebrates the beauty of diversity in family child care and respect differences in what works best for each family child care professional.**
      6. *“Encourage providers to continue to educate their clients about their professionalism in family child care, as a chosen career”-* **Advance the professionalism of the family child care provider. (TABLED UNTIL LATER)**
      7. *“Supports regulatory requirements, as they protect the health and safety of children-* “**Support compliance with…”**
      8. *“Encourages cooperation with other agencies interested in child care and upgrading that stature of child care”-* **“Partner with other agencies who strengthen our goals and objectives.”**
      9. **Add in a bullet point for advocacy- “Advocate for our profession.”**
   6. Strategic Priorities-
      1. Profession- **Goal: To Promote professionalism in family child care in Kansas**
         1. Professional Development/Licensing/Best Practice
            1. One free training course upon new membership (renewal)
            2. Connect with KDHE about being a part of the “welcome package” for new providers. Get our info out to them in a non-overwhelming way.
            3. Graphic on the website to outline the process toward licensure and strong operation.
      2. Organizational Advancement- **Goal: CCPC seen as a valuable, creditable, and visible organization (TABLED)**
         1. Membership increase/diversity in our membership/ website/social media
      3. Organization Excellence- **Goal: Develop leadership within the field (TABLED)**
         1. Board Members/ Communication
      4. Leadership and Innovation- **Goal: To represent family child care providers by advocating for their needs and strength through positive leadership (TABLED)**
         1. Advocacy/Collaboration

**From Collaborating Partner:**

**KAC (Mitch Rucker)**

1. Gives a description of KAC, their work and priorities in promoting interests for children.
2. He had a call on Sept 10, 2020 with KDHE that may lead to connecting dots from them to CCPC to work together.
3. Discussed the intentions of collaboration between our two organizations
4. Meet and Greet in Topeka in the 2021 Legislative Session.
   1. KAC sponsors Wednesday night catered events for legislators
   2. $600 to become sponsor for the session
   3. Event is held as a milling around networking night
   4. CCPC can put up signage at the event
5. Media Presence
   1. Reach out to Kansas Reflector about highlighting positive aspects of FCC
6. What are policy priorities for FCC?
7. Get families involved with the messaging as well.
8. **TO DO:**
   1. **Pick a date for 2021 meet and greet event**
   2. **Decide cohesive message and how to present it (i.e. Celebrating Family Child Care)**
   3. **Media Reach Out**
   4. **Talk with Clay from KAC about how to publicly make statements about topics**
   5. **Set up virtual meetings with legislators and providers**
   6. **Create Advocacy Training course**