

**Coordinating Board for Early Childhood
Executive Committee Meeting
Conference Call
April 3, 2012
7:30am-9:00am**

Present: Stacey, Val, Kathy, Carol, Sue, Brenda
Not present: Daryl

MINUTES

Topic	Discussion	Decision/Action
Developing a work plan from Retreat recommendations	<ul style="list-style-type: none"> • Stacey provided a draft work plan for discussion • 5th item is a “todo,” not a norm. • Per Sunshine Law, meetings are open – they are not informal • Confusion of receiving multiple packets prior to the meeting; request of one member to have materials printed and on the table in a binder 	<ul style="list-style-type: none"> • Yes, add group norms to CBEC meeting agendas • Remove 5th item • Remove item about meetings being “informal and open” • Send primary board packet out one week in advance. • If supplemental materials, send only one additional, the day before the meeting. • Paginate the packet • CBEC does not have the clerical support to be able to provide binders of materials.
(More on the work plan)	<ul style="list-style-type: none"> • Some items reach the level of “work plan,” some items are Daryl “todos.” 	<ul style="list-style-type: none"> • Remove the “todos:” <ul style="list-style-type: none"> • Pg 1 – Board packet distribution • Pg 1 – how to handle potential disagreement • Pg 2, Pre-K recs – where sent? • Pg 2, “Ask, What Can We Do...?”
(More on the work plan)	<ul style="list-style-type: none"> • Discussion of board role clarity, responsibilities 	<ul style="list-style-type: none"> • Consider moving workgroup reports earlier in meeting agendas – lift up this work, as is the actual work of the board. • Create a list of board members, one column shows workgroups/committees each member participates in • Revise pg 3, Action Step is to “Define board member responsibilities and clarify roles.” <ul style="list-style-type: none"> • [Not said at meeting, but perhaps this should go to the Governance Committee???

Guidance for workgroup/board relationship	<ul style="list-style-type: none"> Update: Daryl is working on this guidance, pulling from strategic plan and SAC proposal 	<ul style="list-style-type: none"> Daryl will draft a plan for workgroups, identify gaps Will come back to Exec Cttee, prior to full board meeting in May.
Communication with Governor's Office	<ul style="list-style-type: none"> Discussed recommendations of Process Committee 	<ul style="list-style-type: none"> Make the document a one-page summary Daryl create, send through Mayme. Signed by Daryl, Mayme, Chair, include contact information
Data Pilot/Other Reporting	<ul style="list-style-type: none"> Discussion: How to assure board is kept apprised of contractual activity, are we making progress on deliverables? 	<ul style="list-style-type: none"> Standing item on agenda, brief summary of full reports received by ED and Chair. Periodic presentations to board at key points in timeline of projects.
CBEC Appointments Update	<ul style="list-style-type: none"> Update: Daryl sent recommendations to Deb Price. Possibly a good role for our GO liaison – a “gentle and polite nudge.” 	<ul style="list-style-type: none">
Funding/Sustainability	<ul style="list-style-type: none"> Discussion of remaining time on SAC grant. 	<ul style="list-style-type: none"> Put to vote of board – is this a board workgroup or board committee? Establish group to work on this with Daryl.