

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: November 5, 2014
Kirkwood Vinton Center, 12:00 p.m.

Members Present: Ron Buch, Larry Vest, Richard Arp, Frank Albertsen, Dean Close, Kecia Appleby, Pastor Brian Oliver and Melissa Smith.

Members Absent: Nancy Farmer, Trisha Kennedy and Kathy Koehn.

Others Present: Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order/Establish Quorum:** Chair Ron Buch called the meeting to order at 12:03 p.m. and introductions were made. Quorum achieved with 8 of 11 members present.
2. **Approval of Board Minutes:** Larry Vest made a motion, seconded by Pastor Brian **to approve the September 3, 2014 Board Meeting minutes as presented.** Motion passed unanimously.
3. **Approval of Scholarship Sub-Committee Minutes:** Larry Vest made a motion, seconded by Ron Buch **to approve the September 3, 2014 Scholarship Sub-committee Meeting minutes as presented.** Motion passed unanimously.
4. **Financial Report:** Lori Johnson reviewed the financials. Currently the area has 84% of funds remaining. Discussion was held. Melissa Smith made a motion, seconded by Richard Arp **to approve the financials as presented.** Motion passed unanimously.
5. **Review and Approve Succession Plan Revisions:** The group reviewed the changes to the succession plan which needed updated since many items related to the merger. Discussion was held. Frank Albertsen made a motion, seconded by Kecia Appleby **to approve the Succession Plan with the revisions presented.** Motion passed unanimously.
6. **Review and Approve Employee Handbook:** The group reviewed the handbook. Discussion was held. Pastor Brian Oliver made a motion, seconded by Melissa Smith **to approve the Employee Handbook.** Motion passed unanimously.
7. **By-Laws:** The group reviewed the by-laws. No changes were noted. Discussion was held. Richard Arp made a motion, seconded by Dean Close **to approve the by-laws as presented.** Motion passed unanimously. The group discussed changes to the number of board members required in the by-laws. It was determined that the number would be changed to a range of 6-11 members. This will be voted on at the next board meeting.
8. **Approve Community Plan:** The group reviewed the community plan revisions. Discussion was held. Kecia Appleby made a motion, seconded by Melissa Smith **to approve the Community Plan.** Motion passed unanimously.
9. **Approve Levels of Excellence Portfolio:** The group reviewed the portfolios. Discussion was held. Frank Albertsen made a motion, seconded by Richard Arp **to approve the Levels of Excellence Portfolios.** Motion passed unanimously.
10. **Other Business:** Lori Johnson mentioned that we are awaiting an application for a potential board member. The application will be presented to the Board at the next meeting.

11. **Public Input:** None noted.

12. **Adjourn:** Richard Arp made a motion, seconded by Frank Albertsen **that the meeting adjourn.**
Motion passed unanimously. Meeting adjourned at 1:35 p.m.

The next meeting will be held at 12:00 p.m. on February 4, 2015 at the Tama County Extension office.

Respectfully submitted,

Heidi Schminke
Co-Director