**Board of Directors Meeting Minutes**

**Wednesday, November 16th, 2022**

**12:00 p.m. – 1:30 p.m.**

**Members Present**: (CEO of Smart Start of Forsyth County) **Louis Finney Jr**., (Board Member**) Debbie Best**, (Human Resourcing Committee Chair) **Linda Jackson Barnes**, (Board Member) **Brian Hart**, (MALea Committee Chair) **Jessica McCrory**, (Board Chair) **Reggie McCaskill,** (Secretary) **Sabrina Hinton,** (Board Member) **Denise Hartsfield**, **(**Treasurer) **Bennett Bruff,** (Board Member) **Theressa Stephens**, (Board Member) **Vivien Stearns,** (Board Member) **Dorothy Pearce-Brady,** (Board Member) **Tonya McDaniel**

**Members Absent:** (NC PreK Co-Chair) **Effie McMillian**, (Board Vice-Chair) **Tembila Covington,** (Board Member) **Takeisha Redd,** (Board Member) **Emily Rector**

**Staff Present:** Tabitha McAllister, Garet Beane, Elizabeth Wallace, Tim Campbell

**Call to Order:**

(Board Chair) Reggie McCaskill called the meeting to order at 12:07 p.m. via ZOOM platform. The Chair established a quorum, and the agenda was adopted.

**Introduction of visitors and opportunity for public comment**:

**Visitors: No Visitors**

**Public Comment: None**

Consent Agenda:

* **For Consent:**
* November 16th, 2022 Board of Director Meeting Minutes (see attached)
* **For Action:**
* Reach Out & Read Budget Revision Request (see attached)
* Proposed Recognition of Indigenous People’s Day (see attached)
* Updated Salary Schedule (see attached)

For Committee Discussion

* Board Chair Update
* CEO Corporate Update
* Board Composition Committee Update – *to be provided at meeting*
* Development Committee Update
  + Committee Report – *attached*
* Finance Committee Update
  + Treasurer’s Report – *to be provided at meeting*
  + Committee Report – *to be provided at meeting*
* Human Resourcing Committee Update
  + Committee Report – *attached*
* MALea Committee Update
  + Committee Report – *attached*
* NCPREK Committee Update – *next meeting to be held in February*

**Board Meeting Minutes Discussion: Reggie McCaskill**

A motion was made by Jessica McCrory to approve the minutes from the previous meeting and was seconded by Sabrina Hinton. The motion carried unanimously.

**Budget Revision Request: Reggie McCaskill**

The finance committee submitted a recommendation for a budget revision to the Reach Out & Read program, originally requested by Imprint Cares. After they received a recommendation from the state, money that was intended to be used to purchase books for children were inadvertently put in the Library Reference Materials line item, rather than the Noncash Grants and Awards line item, and Imprint Cares requested permission to adjust their budget to reflect this different line item classification. A motion was made by Bennett Bruff to accept the budget revision and was seconded by Jessica McCrory. The motion carried unanimously.

**Proposed Recognition of Indigenous People’s Day: Reggie McCaskill**

The HR committee submitted a recommendation that Indigenous People’s Day be recognized as an official paid holiday on the second October of each month, beginning in 2023. A motion was made by Sabrina Hinton to recognize Indigenous People’s Day as a paid holiday and was seconded by Vivien Stearns. The motion carried unanimously.

**Updated Salary Schedule: Reggie McCaskill**

The HR committee submitted a recommendation to approve the updated salary schedule, which includes six new positions that will be added as a result of the ARPA grants we will be receiving from the city and county. A motion was made by Bennett Bruff to approve the updated salary schedule and was seconded by Vivien Stearns. The motion carried unanimously.

**Board Chair Report: Reggie McCaskill**

Reggie McCaskill reported that the board’s efforts to recruit new, diverse members continue, especially when it comes to filling the position of the MALea committee chair. Secondly, he reported that last year the board got together for a holiday celebration, and that board members should be on the lookout for more information in the coming days concerning a date and time for that gathering.

**CEO Corporate Report: Dr. Louis Finney Jr.**

Dr. Louis Finney Jr. presented the CEO Corporate Report which provided updates on the Pre-K Priority initiative, community engagement efforts, donor and grant activity, and internal activities. We received notification that we will be awarded ARPA funds through Forsyth County to fund efforts to improve quality in 30 classrooms throughout the county. We also received notification that the City of Winston-Salem has committed an additional $350,000 of one-time funds that will be used to offset the $165,000 fewer dollars that we received from the county than we originally requested, as well as to support other pre-K initiatives. Dr. Finney outlined the positions that these funds will allow us to hire to build a more equitable pre-K system county-wide. He spoke about the Bully Prevention Month program we held in partnership with local author Corey Graves, as well as a panel discussion held by the Triad Business Journal at our offices focused on the work of nonprofits in Forsyth County. Dr. Finney congratulated Marvin Fulwood for being recognized as one of the Triad Business Journal’s top executives in their 20s in the Triad area. Dr. Finney reported a $50,000 donation from Truist Bank that we received last week, as well as an anonymous donation of $20,000 and a $25,000 one-time contribution from the Kate B. Reynolds Trust in recognition of our work on the Pre-K Priority initiative. We expect a 35% increase in funding in January 2023, so we plan to hire a senior finance person who can assist with the administration of this funding. We have also moved to an electronic HR system called Bambee.

**Development Committee Update: Sabrina Hinton**

Sabrina Hinton provided an update on the committee’s work in advance of its next meeting this month. She reported on the donations mentioned by Dr. Finney in his report, and that we had begun our efforts to raise $28,000 to support 28 classrooms throughout the county to recognize our 28 years serving the county. We have also begun our Giving Tuesday campaign by sending out emails to our board members, and hope all board members will respond to those emails charitably. We received some information from the city regarding the Child Rescue Grant, and we submitted a proposal to Reynolds America to support our efforts.

**Finance Committee Update: Bennett Bruff**

Bennett Bruff provided an update on the finance committee’s most recent meetings. The committee was updated about the ARPA grant, as well as about the ongoing auditing process.

**Human Resourcing Committee Update: Linda Jackson Barnes**

Linda Jackson Barnes yielded her time to Dr. Finney to share information about the HR Committee’s most recent meeting, which culminated in the two proposals submitted to the full board for this meeting.

**MALea Committee Update: Jessica McCrory**

Jessica McCrory informed the Board that the committee was still in search of a chair. In their last meeting, the committee’s only action item was a contract activity description change for the data hub activity.

**NC Pre-K Committee Update: Tabitha McAllister**

Tabitha McAllister clarified that the committee had not met since the last board meeting, and as such had no report to share, but that the committee had received a recommendation for a co-chair for the committee. That individual, a current board member, will receive an orientation after Thanksgiving to prepare them for their new position.

**Board Composition Committee Update: Reggie McCaskill**

Reggie McCaskill spoke on behalf of Tembila Covington, Board Composition Committee Chair, who is absent. The committee recommended that Wilson Weaver serve another three years, that Jessica McCrory be appointed for a three-year term (during which she would serve on the development committee), and that Brian Hart be appointed as the NC Pre-K Committee Co-Chair. There are pending meetings for three new potential board members to see about bringing them onto the board. A motion was made by Debbie Best to appoint Jessica to another term and to appoint Brian as NC Pre-K Committee Co-Chair, and was seconded by Sabrina Hinton. The motion carried unanimously.

**Adjourn**

A motion was made by Brian Hart to adjourn the meeting and was seconded by Debbie Best. All Board members present approved to adjourn the meeting at 12:49 p.m.