**Board of Directors Meeting Minutes**

**Wednesday, January 18th, 2023**

**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**, (Secretary) **Sabrina Hinton, (**Treasurer) **Bennett Bruff,** (Board Member) **Theressa Stephens**, (Board Member) **Vivien Stearns,** (Board Member) **Dorothy Pearce-Brady,** (NC PreK Co-Chair) **Effie McMillian,** (Board Vice-Chair) **Tembila Covington,** (Board Member) **Emily Rector**

**Members Absent:** (Board Chair) **Reggie McCaskill,** (Board Member) **Takeisha Redd,** (Board Member) **Denise Hartsfield**, (Board Member) **Tonya McDaniel**

**Staff Present:** Tabitha McAllister, Garet Beane, Elizabeth Wallace, Tim Campbell, Amanda Campbell, Malcolm Winston, Glynnise Highsmith, Melissa Estler, Marvin Fulwood, Juwon Crowell

**Call to Order:**

(Board Vice-Chair) Tembila Covington called the meeting to order at 12:00 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)
* Retention Bonuses (see attached)
* Funding for Retention Bonuses (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*

**Agenda: Tembila Covington**

A motion was made by Jessica McCrory to approve the agenda and was seconded by Theressa Stephens. The motion carried unanimously.

**Consent Items: Tembila Covington**

A motion was made by Debbie Best to approve all consent items on the agenda and was seconded by Jessica McCrory. The motion carried unanimously.

**2020-2023 Strategic Plan Results: Dr. Louis Finney Jr.**

Dr. Finney outlined the progress the organization has made towards achieving its strategic goals that were outlined during the most recent strategic planning process. In the realm of organizational strengthening, in 2020 the organization had lost its entire leadership team including its CEO, and building staff capacity was a priority. In the short term, the organization hired a full-time HR employee and streamlined HR services. We also implemented a bonus and retention plan and continued to offer a hybrid workplace to help retain staff. Staff retention improved by 60% since 2020, and the results of employee surveys demonstrated a nearly 75% increase in job satisfaction. By creating two new departments, the Strategy Office and Administration Office, we allowed ourselves to better cross train employees in providing the support services that allow our program staff to do what they do best.

The second priority was that of visibility and influence. The first priority was to rebuild our website better generate traffic through Google Analytics, track where our traffic is coming from, and make a cleaner experience for parents, educators, community members, and donors. We raised $123,729.71 online in 2022, compared to $14,080.00 in 2020. We also increased our donor base from 35 donors in 2020 to 139 in 2022, and with new grant funding included, the organization has added $5,842,834.00 from non-NCPC or NC Pre-K sources since 2020.

The final priority was trauma-informed services. All SSFC staff are now receiving trauma-focused training. We also built a family engagement coalition and started the ROOTS (Reversing Outcomes of Traumatic Situations) program through funding from the Kate B. Reynolds Charitable Trust. We’ve had twelve trainings for childcare providers and the community to increase their knowledge of trauma-informed services.

**Board Composition Committee Update: Dr. Louis Finney Jr.**

Dr. Finney informed the board that we have two new MALea Committee members, who will be receiving orientation shortly, and that we continue to search for a MALea Committee chair.

**Development Committee Update: Sabrina Hinton**

Sabrina Hinton informed the Board that the Development Committee would be meeting tomorrow morning, and mentioned that the Committee was on the lookout for new members.

**Finance Committee Update: Bennett Bruff**

Bennett Bruff provided an update on the finance committee’s most recent meetings. This morning, the Committee met to review the financials from the month of November. In their previous meeting, they discussed the funding for the SERP plan and retention bonuses on the consent agenda. The Committee also discussed that NCPC has given us a time frame to spend down our reversion funds.

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

Linda Jackson Barnes spoke about the items that the Committee had discussed in their last meeting, the retention bonuses, the SERP plan in the consent agenda, and the CEO evaluation tool. Dr. Finney clarified that the retention bonus is similar to the one offered last year, but with additional money for those who have been with the organization for a longer time. A motion was made by Sabrina Hinton to approve the retention bonuses, and was seconded by Theressa Stephens. The motion passed unanimously.

Upon describing the SERP plan, an additional benefit that could be provided to higher-paid executives as a method of being more competitive in recruiting top talent, Tembila Covington recommended that the Board move to table the discussion of the SERP plan until the Board Chair, Reginald McCaskill, could be present.

**MALea Committee Update: Melissa Estler**

Melissa Estler informed the Board that the last MALea Committee meeting was in November, wherein they reviewed the Quarter 1 reports from providers, and reiterated they are excited to have Dominique Walker and Stephanie Lackey join the Committee.

**NC Pre-K Committee Update: Effie McMillian**

Effie McMillian clarified that the next meeting of the Committee would be on February 21st.

**Adjourn**

The meeting was adjourned at 12:38 PM.