

# CKLECC Executive Committee Meeting Minutes

MINUTES

MAY 25, 2016

10:00 AM – 11:30 AM

LIMON

<b>MEETING CALLED BY</b>	Dennis Pearson, Chairman
<b>TYPE OF MEETING</b>	Monthly CKLECC
<b>FACILITATOR</b>	Dennis Pearson, Chairman
<b>NOTE TAKER</b>	Julie Witt, CKLECC Coordinator
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Phone: Daniel Prentice (Bohall Neubauer & Co.) On Site: Julie Witt (CKLECC Coordinator); Dennis Pearson (Kiowa County DHS); Haley Smith (CKLECC Representative); Sheila Anzlover (NE Child Care Resource & Referral); Patricia Phillips (Lincoln County DHS)

## Agenda topics

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501 (C3) APPLICATION STATUS/DRAFT

DANIEL PRENTICE

<b>DISCUSSION</b>	<p>CKLECC became a legal entity on May 2<sup>nd</sup> and has submitted for an EIN #. When CKLECC files the Form 1023 for tax exemption May 2<sup>nd</sup> is the date that needs used. Once CKLECC receives 501(c3) status the tax exempt status will go retroactive to May 2<sup>nd</sup>. Any revenue received after May 2<sup>nd</sup> would need to be reported. The 990 EZ Form for tax returns for non-profits for 5/2 through 6/30 should be submitted.</p> <p>Daniel has completed a draft of the 501 (c3) application. He asked the group to review for anything that might be missing. It was discussed that in the Supplemental Section of the application it needs to be mentioned that CKLECC is providing funds to school districts and NE Child Care Resource &amp; Referral. Daniel suggested listing anyone CKLECC has signed contracts with.</p> <p>Daniel suggested an act of dissolution be added into existing bylaws so that we have it in writing that if the non-profit were to dissolve the funds will go to another non-profit group. Daniel also suggested that a Conflict of Interest Policy be adopted and referenced in the bylaws. He encouraged the Executive Committee to become the Board of Directors. This group would have final say and authority with the respect to the council per the bylaws. Other revisions suggested to the bylaws would be to make sure they state who has final authority; how business will be conducted; how members can become part of the group; how final responsibility will fall onto the group; how bylaws can be revised; and provisions of special meetings. Daniel said it would best to submit the application with all of the revised documents.</p> <p>Having a tax exempt application pending will allow CKLECC to move forward on grants that it wasn't eligible to apply for before. The 990 Form will need to be submitted annually and payroll will need to be run under the assigned EIN #. Need to budget for financial reviews annually. Cost could be approximately \$1,000.</p>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Julie will work on bylaw revisions per Daniel's suggestions and send to Committee for review before sending out to the entire group for approval at the June 24 <sup>th</sup> Meeting. Haley will create a draft of the Conflict of Interest Policy & Disclosure Form to be sent out to the group for approval at the June 24 <sup>th</sup> Meeting.	Julie Witt/Haley Smith	June 10 <sup>th</sup> (2 weeks prior to meeting)	

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COLORADO SHINES COACHING CONTRACT

JULIE WITT

<b>DISCUSSION</b>	<p>Julie reminded the group that the current contract for Carole Spady ends June 30<sup>th</sup>. Julie requested the group to consider reimbursing Carole for mileage in addition to her current wage of \$25/hour because having it included in her hourly wage does not allow her to deduct mileage when filing her taxes which brings her wage down quite a bit. It was suggested that a short term contract be created for July 1<sup>st</sup> through September 30<sup>th</sup> and leave everything as is in hopes that CKLECC will have received its non-profit status by then and Carole can be added as an employee of CKLECC. Then the wage and mileage can be revisited. The members present agreed on this. Julie mentioned Carole is doing a great job and she is an asset so we want to keep her on board.</p>
<b>CONCLUSIONS</b>	

ACTION	PERSON RESPONSIBLE	DEADLINE
Create a short term contract for next fiscal year for July 1- Sept. 30th	Julie Witt	ASAP

MINUTES CONTRACT WITH OFFICE OF EARLY CHILDHOOD JULIE WITT

<b>DISCUSSION</b>	Julie informed the committee that the Office of Early Childhood had approved the proposed budget for next fiscal year in the amount of \$53,295. This will allow funding for both Haley and Julie for next fiscal year.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES EXECUTIVE COMMITTEE TERMS DENNIS PEARSON

<b>DISCUSSION</b>	Julie reported that all Executive Committee terms are up on June 28 <sup>th</sup> with the exception of Chairperson Dennis Pearson. Dennis suggested that since we will be working on revising the bylaws to having a Board of Directors instead of an Executive Committee that we work to recruit board members and then elect officers at the June 24 <sup>th</sup> meeting. The group agreed. Suggested officers would be a Chair, Vice-Chair, Secretary and Treasurer. It was suggested to recruit up to seven members.  Dennis, Patricia and Sheila said they would be willing to serve on the Board.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will send out a request for those interested in serving on the board so a vote can be had at the June 24 <sup>th</sup> meeting.	Julie Witt	ASAP

MINUTES RURAL PHILANTHROPY DAYS PROJECT JULIE WITT

<b>DISCUSSION</b>	Julie and Haley will be attending Rural Philanthropy Days June 8-10 <sup>th</sup> . They will be presenting a pitch to funders requesting support to maintain coaching staff and funds to bring local trainings to each county for licensed child care providers and those providers looking to further their education and credentials.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES BUDGET REVIEW & EXPENDITURES HALEY SMITH

<b>DISCUSSION</b>	Haley went over monthly budget and expenditures. Haley requested approval from the group to use CKLECC funds to pay for her Car Seat Safety Technician renewal. The group approved. Julie requested approval from the group to purchase Preschool Teachers an Environmental Rating Scale book as this will be the rating scale Carole will begin to use. The group approved as long as the teachers didn't already have a copy. Julie also requested approval to purchase materials to promote the VROOM Brain Building app and website as it is a tool with a great deal of information and tips for parents and caregivers on brain development. The group approved.  Both Dennis and Patricia mentioned they would be putting in a request to their Commissioner's regarding TANF Reserve funds going to CKLECC. It was discussed on whether or not Cheyenne County could contribute financially in some way. Dennis said he would speak with Jennifer Gribble with Cheyenne County DHS and next steps could be decided after their conversation.	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>NEXT MEETING: FRIDAY, JUNE 24<sup>th</sup> @ 10:00 A.M. AT THE LIMON OFFICE</b>		

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<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	