

**Board Development Committee
Meeting Agenda**

Partnership for Children Resource Center
March 27, 2018 – 1:00pm-2:30pm

I. Chair's Comments – Jim Grafstrom, Chair

- A. Welcome
- B. Volunteer Form

II. Approval of Minutes – January 23, 2018*

III. Old Business

- A. National Smart Start Conference 2018, April 30 – May 3, 2018^Δ
- B. FY 18/19 Board Officers*

Position	FY 17/18 Officer	FY 18/19 Potential Officer
Chair	Chris Rey	Jim Grafstrom
Vice Chair	Jim Grafstrom	
Treasurer	Marcus Hedgepeth	Sandee Gronowski
Secretary	Van Gunter	

- C. Board Members 1st Term Ending June 30, 2018*

NCPC Suggested Roles – Government	Board Member
County Manager's Office	Amy Cannon
Local Cooperative Extension Agency	Lisa Childers
NCPC Suggested Roles – Services	Board Member
Child Care Provider-Licensed Center	Angela Crosby
Child Care Provider-Licensed Center	Perry Melton
NCPC Suggested Roles – Business/Community	Board Member
Business Leader	Jim Grafstrom
Business Leader	Angie Malave

- D. Board Members 2nd Term Ending June 30, 2018^Δ

NCPC Suggested Roles - Services	Board Member	Potential Nominees
Child Care Resource & Referral (non-employee) or Another Child-Serving Agency Representative (NC Pre-K Mandated)	Deborah Sledge	
Other Non-Profit Human Service Agency	Robert Hines	

- E. Board Member Resignation Effective June 30, 2018^Δ

NCPC Suggested Roles – Government	Board Member	Potential Nominees
Municipal Government	Chris Rey	

F. Open Positions (*See Matrix*) ^Δ

G. FY 18/19 Committee Chairs^Δ

Committee	FY 17/18 Committee Chair	FY 18/19 Potential Committee Chair
CCR&R	Wanda Wesley	Wanda Wesley
Facility & Tenant	Hank Debnam	Hank Debnam
Finance	Marcus Hedgepeth	Sandee Gronowski
Human Resource	Hank Debnam	Hank Debnam
PED	Angie Malave	
P&E	Amy Cannon	Amy Cannon

IV. New Business

A. FY 18/19 Board/Committee Calendar*

B. FY 18/19 Executive Committee*

Positions	Current Member	FY 18/19 Executive Potential Committee Member
FY 18/19 Board Chair	Jim Grafstrom	Jim Grafstrom
FY 17/18 Chair (Past Chair)	Chris Rey	
Vice Chair	Jim Grafstrom	
Secretary	Van Gunter	
Treasurer/Finance Chair	Marcus Hedgepeth	Sandee Gronowski
CCR&R Chair	Wanda Wesley	Wanda Wesley
Facility & Tenant Chair	Hank Debnam	Hank Debnam
Human Resource Chair	Hank Debnam	
PED Chair	Angie Malave	
P&E Chair	Amy Cannon	Amy Cannon
Other	Angela Crosby	
Other	Perry Melton	

C. Potential Date(s) for PFC Annual Celebration 2018^Δ

V. Upcoming Meetings & Events

A. Board/NC Pre-K Planning Committee Meeting – March 29, 2018

B. Executive Committee – April 26, 2018

VI. Adjournment

* Needs Action ^Δ Information Only / Possible Conflict of Interest (Recusals)

^e Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc.
Board Development Committee Meeting Minutes
January 23, 2018 (1:35 pm to 2:20 pm)
Be the Driving Force



MEMBERS PRESENT: Hank Debnam, Van Gunter, Robert Hines and Karen McDonald

MEMBERS ABSENT: Jim Grafstrom

NON-VOTING ATTENDEES: Belinda Gainey and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Chair's Comments – Van Gunter, Acting Chair A. Welcome B. Volunteer Form	<p>The scheduled meeting of the Board Development Committee was held at the Partnership for Children Resource Center, 351 Wagoner Drive, Fayetteville, NC, on Tuesday, January 23, 2018 beginning 1:35 pm pursuant to prior written notice to each Board member. Van Gunter, Acting Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes.</p> <p>A. Van Gunter thanked everyone for attending the Board Development Committee meeting. B. Committee members who reviewed the committee packet prior to the meeting were asked to complete a volunteer form.</p>	Called to Order	None
II. Minutes – August 22, 2017*	<p>The minutes of the August 22, 2017 committee meeting were previously distributed and reviewed by the committee members.</p> <p>Hank Debnam moved to accept the August 22, 2017 committee meeting minutes, as presented. Robert Hines seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	Motion Carried	None
III. New Business A. Smart Start Allocation B. National Smart Start Conference 2018, April 30 – May 3, 2018 C. Federal Shutdown D. Board Members 1 st Term Ending June 30, 2018 (See Agenda) E. Board Members 2 nd Term Ending June 30, 2018 (See Agenda) F. Board Member Resignation Effective June 30, 2018	<p>A. Mary Sonnenberg reported that the PFC Smart Start Allocation Process has begun. Recommendations will be taken to Board in March for approval. Mary reported that Linda Blanton is the key contact person for those who serve on the allocation teams.</p> <p>B. Mary reported that the 2018 National Smart Start Conference is being held from April 30 thru May 3, 2018. Further information will be emailed to board members in case they would like to attend this year's conference. Due to a change in policy, all attendees are being asked to share rooms; if they do not wish to share a room, then they would need to pay half the cost of their hotel room.</p> <p>C. Mary stated that the Federal Shutdown has ended. Another vote will take place on February 8, 2018. PFC has a contingency plan in place for staff paid by federal funds; PFC has money</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>



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<p>G. FY 18/19 Board Officers</p> <p>H. FY 18/19 Committee Chairs</p>	<p>set aside to pay staff if needed during a shutdown. The last time this happened, PFC was reimbursed the monies that were not received during the shutdown.</p> <p>D. Van Gunter reported that there are six board members whose term ends on June 30, 2018: Amy Cannon, Lisa Childers, Angela Crosby, Perry Melton, Jim Grafstrom and Angie Malave. These individuals will be asked to serve a second term.</p> <p>E. Van reported that there are two board members whose send term will end on June 30, 2018: Robert Hines and Deborah Sledge. With their term ending, the positions of Other Non-Profit Human Service Agency and Child Care Resource and Referral (non-employee) or Another Child-Serving Agency Representative will be open. The committee was asked to look for individuals who may be willing to fill these positions.</p> <p>F. Van reported that Chris Rey will be resigning from the PFC Board of Directors effective June 30, 2018. This will leave the position of Municipal Government open. Chris has moved to Washington DC, but plans to continue to serve as Board Chair thru June 30, 2018. Chris will be asked to recommend someone to serve in the position of Municipal Government.</p> <p>G. Mary stated that FY 18/19 board officers are needed. Sandee Gronowski is being considered as Treasurer. Van agreed to continue as Secretary if needed. The committee suggested Marcus Hedgepeth as Vice-Chair. Dr. Brothers was suggested as Secretary. The committee suggested asking the PFC Board for suggestions for board officers and persons that can fill the open positions. The board will be provided the job duties and responsibilities of the board officers.</p> <p>H. Van reported that FY 18/19 committee chairs are needed as well. Hank agreed to continue serving as chair of Facility and Tenant and Human Resource Committee. The committee suggested asking current committee chairs if they would continue to serve as committee chair for FY 18/19.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>IV. Upcoming Meetings & Events</p> <p>A. Board/NC Pre-K Planning Committee Meeting – January 25, 2018</p> <p>B. Executive Committee – February 22, 2018</p> <p>C. Board Development Committee Meeting – March 27, 2018</p>	<p>A. The next PFC Board/NC Pre-K Planning Committee meeting is on January 25, 2018.</p> <p>B. The next Executive Committee meeting is scheduled for February 22, 2018.</p> <p>C. The next Board Development Committee meeting is scheduled for March 27, 2018.</p> <p><i>Not on agenda:</i> The committee suggested asking the PFC Board of Directors if they would like to change the day of the board meetings or leave it as is.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>
<p>V. Future Topics</p> <p>A. New Board Orientation</p> <p>B. Board/Committee Calendar</p> <p>C. Committee Members</p> <p>D. Annual Celebration 2018</p>	<p>The future topics will be discussed at the upcoming Board Development meeting.</p>	<p>None</p>	<p>None</p>



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E. Other			
VI. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 2:20 pm.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval. _____

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

Board Transition Worksheet - March 27, 2018

NCPK Suggested Roles - Government		Board Member	1st Term Expires	2nd Term Expires
County Commissioner's Office	Open			
County Manager's Office	Cannon, Amy			
Department of Social Services - NC Pre-K Mandated	Reid-Jackson, Brenda			
Local Health Agency or Health Services Provider	Open			
School Administrator - NC Pre-K Mandated	Kinlaw, Tim			
Higher Education Institution	Smith, Betty	9/30/2017	Retiring	
	Deaver, Robin	6/30/2020	6/30/2023	
	Gronski, Dr. Meredith	6/30/2020	6/30/2023	
Local Cooperative Extension Agency	Childers, Lisa			
Local Public Library	Open			
Municipal Government	Rey, Chris		6/30/2019- Resigning	6/30/2018
	McDonald, Karen	6/30/2020	6/30/2023	
NCPK Suggested Roles - Services		Board Member	1st Term Expires	2nd Term Expires
Child Care Provider - Licensed Center - NC Pre-K Mandated	Crosby, Angela			
	Melton, Perry			
Child Care Provider - Licensed Home	Open			
Military Child Care Rep	Open			
Local Head Start Program Representative - NC Pre-K Mandated	Adeyemi, Christiana			
Local Mental Health Community Organization	Debnam, Hank			
Child Care Resource & Referral (non-employee) or Another Child-Serving Agency Representative - NC Pre-K Mandated	Sledge, Deborah			
	Wesley, Wanda			
	Hines, Robert			
Other Non-Profit Human Service Agency	Aul, Julie			
Public School Exceptional Children's Preschool Program Representative - NC Pre-K Mandated	NCPK			
NCPK Suggested Roles - Business/Community		Board Member	1st Term Expires	2nd Term Expires
Parent of a child 5 or younger - NC Pre-K Mandated	Gunter, Van			
	Hardin, Michael			
Faith Community	Pitts, Sarah			
Inter-Agency Coordinating Council or parent of a child with a disability	Rayman, Tawnya			
Foundation or other philanthropic organization	Brothers, Dr. Tamara			
Business Leader	Grafstrom, James			
	Hedgepeth, Marcus			
	Malave, Angie			
	Sampson, Chas			
Military Community Rep	Gronowski, Sandee			
Community At Large	Morris, Charles			

1st Term Ending 6/30/2018 = 6
2nd Term Ending 6/30/18 = 2

1st Term Ending 6/30/19 = 2
2nd Term Ending 6/30/19 = 2

1st Term Ending 6/30/20 = 8
2nd Term Ending 6/30/20 = 1

2nd Term Ending 6/30/21 = 6

2nd Term Ending 6/30/22 = 2

2nd Term Ending 6/30/23 = 9

Partnership for Children of Cumberland County

DRAFT Board & Committee Meeting Calendar (with Professional Conferences) FY 2018/2019
All meetings to be held at the Partnership for Children Resource Center unless otherwise noted

	PED	CCR&R	Planning & Evaluation	Human Resource	Facility & Tenant	Finance	Board Development	Executive	Board of Directors	North Carolina Pre-Kindergarten
Support Staff	Daniele Malvesti	Tamiko Colvin	Susan McAllister	Stacia Manuel	V. Baker-Johnson	Belinda Gainey	Belinda Gainey	Belinda Gainey	Belinda Gainey	Belinda Gainey
Chair		Wanda Wesley	Amy Cannon	Hank Debnam	Hank Debnam	Sandee Gronowski	Vice Chair	Jim Grafstrom	Jim Grafstrom	Alana Hix
Frequency	August October February April June	August November February June	2 nd Tuesday Bi-Monthly	2 nd Wednesday Bi-Monthly	3 rd Monday Monthly	3 rd Tuesday Bi-Monthly	August November January March	Last Thursday Bi-Monthly Opposite Board	Last Thursday Bi-Monthly	Last Thursday Bi-Monthly after Board Mtg (Includes PFC Board)
Time	3:00pm-5:00pm	9:00am-11:00am	2:00pm-4:00pm	8:00am-9:15am	11:30am-1:00pm	3:00pm-5:00pm	1:00pm-2:30pm	9:00am-11:00am	12:30pm-2:00pm	12:00pm – 12:30pm
July 2018					7/16/18				7/26/18	7/26/18
August	8/7/18		8/14/18		8/20/18	8/21/18		8/30/18		
September				9/12/18	9/17/18			9/27/18		
October	10/2/18		10/9/18		10/15/18	10/16/18		10/25/18		
November				11/14/18	11/19/18					
December			12/11/18		12/17/18			12/13/18*	Date – Annual Celebration	
January 2019				1/9/19	1/14/19*	1/15/19			1/31/19	1/31/19
February	2/5/19		2/12/19		2/18/19			2/28/19		
March				3/13/19	3/18/19	3/18/19			3/28/19	3/28/19
April	4/2/19		4/9/19		4/15/19			4/25/19		
May				5/8/19	5/20/19	5/21/19			5/23/19*	5/23/19*
June	6/4/19		6/11/19		6/17/19			6/27/19		
	*Denotes not on a regular scheduled date									
Upcoming Conferences & Events	NC Center for Non-Profit Conf Sept 12-14, 2018, RTP, NC; PFC Annual Board Meeting ???; Forward March Training Seminar and Symposium Nov. 1-2, 2018, Ft. Bragg, NC; Kidtopia, November 10, 2018, Crown Arena; Soirée March 2019, Crown Coliseum; Head Start Conf ??? 2019, Raleigh, NC; Partnership's KidStuff April 27-28, 2019, Festival Park; Smart Start Conf 2019, Greensboro, NC									

Note: No November board meeting per Mary; F&T January 14 because Jan 21 is MLK day; Board May 23 because May 27 is Memorial Day; Dates for CCR&R and Board Development Committee not changed from previous year – need chair/VP input