

Southwest Consortium of Indian Head Start Programs, Inc.
Board of Directors Meeting
July 30 - 31, 2004
Sheraton Old Town Hotel, Albuquerque, NM

Friday, July 30, 2004

Attendees: Jacqueline Bird, Lolinda Lee, Phyllis Antone, Roselyn John, Myrna Dingman, Ruth Kie, Carrie Schwartz, Judith Laretto, LouAnn Tenequer, Donna Petago (Jicarilla PC), Marcella Gomez (Jicarilla PC), Rema Spitty, Kathryn Helsel, Kristi Bentkowski

Jacqueline Bird called the meeting to order at 1:15 p.m.

Approval of Agenda:

Myrna Dingman motioned to approve the agenda with the noted changes. Lolinda Lee seconded and the motion passed.

Introductions:

Each person introduced themselves and where they were from.

Minutes of the March 2004 Meeting:

Myrna Dingman motioned to approve the March 2004 minutes. Ruth Kie seconded and the motion passed.

Treasurer's Report:

Kathryn presented an activity report for both the Conference account and the Operations account. Lolinda motioned to approve the report. Ruth Kie seconded and the motion passed.

Reports from the State Associations:

Arizona: Presented by Lolinda Lee. They met last month in Sacaton, AZ. They discussed dates for their meetings and trainings as well as possible locations. They hope to have these finalized in September.

New Mexico/So. Colorado: Presented by Jacqueline Bird. Their last meeting was immediately before this SWC Board meeting where their main business was revising their By-laws. Ramah reported on their review and how they were told that managers needed to be charged some administrative cost.

Memorandum of Partnership:

Myrna motioned to accept the Memorandum of Partnership as amended. Lolinda Lee seconded and the motion passed.

Review of By-Laws:

This review was tabled until Saturday because of time.

Reauthorization Update:

Kathryn Helsel gave an update on the current state of the Head Start Act reauthorization. Everything appears to be on hold until after the elections.

“Thank You” from Dona Clapp:

Jacqueline Bird distributed to the Board a copy of a thank you letter from Dona Clapp, which thanked the Board for dedicating the 2004 NACFC to her.

2004 Conference Report:

Kathryn Helsel presented the 2004 Conference Report. The following were issues that arose from the report:

- Send the Conference flow out with the very first announcement
- Advertise the hospitality room better. Stipulate that no food can leave the hospitality room. Post on the door that it is only for presenters and vendors.
- Add on the registration form a place to make special meal requests.
- Check on availability of vans from local casinos
- Update the solicitation packet
- Decide what to do about providing A/V

Saturday, July 31, 2004

Attendees: Jacqueline Bird, Lolinda Lee, Phyllis Antone, Roselyn John, Ruth Kie, Myrna Dingman, Rema Spitty, Donna Petago, Mary Bendle, Ann Zuni, Kathryn Helsel, Kristi Bentkowski

Auditor’s Report:

Jim Northcutt, CPA, presented an accountant’s compilation report at 8:35 via teleconference. The IRS 990 will be sent in on time. At the request of the Board, he also presented a historical look at the Association’s bank balances.

Year	Profit	Bank Balance
1997		\$3,257
1998	\$9,588	\$12,844
1999	\$22,558	\$35,402
2000	\$5,523	\$40,925
2001	\$16,558	\$57,484
2002	\$22,208	\$79,691
2003	-\$4,180	\$75,511
2004	\$25,062	\$100,573

Lolinda Lee motioned to accept the auditor’s report. Ruth Kie seconded and the motion passed.

Review of By-Laws:

The Board reviewed the SWC By-laws. Changes were suggested and an updated version will be presented at the next Board meeting.

Attendance of the meetings needs to be tracked and removal from the Board after missing two consecutive meetings without prior notification needs to be enforced.

TFA/MCS Conference Management and Support Services Contract:

The Board reviewed the contract with Three Feathers Associates. Kathryn informed the Board that she has power of attorney to do business for the Southwest Consortium.

2006 Contract: The Board would like to use Three Feather's address as the permanent address for the Southwest Consortium. They would also like Kathryn to retain power of attorney.

New Business:

All 4 officers began their terms in 2003 and the positions will be up for re-election in the summer of 2005.

At a special meeting of the Indian Director's Association, Rema Spitty was appointed as the Alternate member of the Southwest Consortium for New Mexico/So. Colorado.

2005 Conference Planning:

- Jacqueline Bird was appointed as the 2005 Conference Chairperson.
- Myrna suggested Bonnie Jo Hunt (opera singer) as a possible Keynote speaker.
- Georgey should be invited to speak at the opening session
- Howard Rainier was suggested as a possible keynote speaker
- Would like to get the same drum group for the luncheon
- Roselyn suggested her sister, who is a storyteller, as a possible speaker for the luncheon
- Lolinda recommended Louisa Eidenschink
- Instead of programs bringing their banners and flags, they could send a picture of it and we can have a powerpoint at the general sessions.
- Make buttons for the conference volunteers that say "Conference Helper" or something similar
- Add "Policy Council" to the list of titles available on the registration form
- Provide an option for people to mail back their materials from the conference
- The theme for the 2005 Conference is: "Building Blocks for Head Start Success"
- There won't be any tracks or theme days. The workshops will be based on the National Head Start Initiatives
- The Conference flow (times) will be the same as last year
- Pre-Intensives will be offered on Sunday and Monday. 3 at the hotel and 1 trip to Acoma/Isleta which will be repeated both days. The PI's will be on Program Governance (Carolyn Mangrum), Male Involvement – how to set up a MI program, Learning Outcomes (Mary Rankin) – using for program improvement
- Specific 3 hour workshops on Performance Standards – writing policies and procedures and Facilities Maintenance/Safety (Phil Smith, Ralph Fulgham).
- There will be an opening session on Tuesday, a General Session on Wednesday and then a luncheon on Thursday
- The registration fees will stay the same. Money for refreshments will have to come from donations

- Need more information about cost of tables before the vendor fees can be finalized
- The conference colors will be red, white and blue to match the Head Start logo
- Will have children dancers at the opening session on Tuesday and on the general session on Wednesday
- Need more information about an evening trip to the Indian Pueblo Cultural Center. Other evening activities might include trips to local casinos or a staff social dance
- New conference committees for vendors and volunteers
- Add to recognitions: Head Start Grandparent (button) and Head Start Volunteer (ribbon). Keep all the previous recognitions
- Participants will be given a tote bag with the conference art on it.
- T-shirts will be sold for \$10 each. The price will not change during the conference.

At 1:15 Myrna Dingman motioned to adjourn the meeting. Ann Zuni seconded and the motion passed.