

**Southwest Consortium of Indian Head Start Programs, Inc.**  
**Board Meeting Minutes**  
**September 7-8, 2003 DoubleTree Hotel Albuquerque, NM**

Attendees: Cheryl Encinas, Phyllis Antone, Lolinda Lee, Mary Bendle, Jacqueline Bird  
Non-Board Member Attendees: Kathryn Helsel, Toni Dobrec, Kristi Bentkowski, Carol Wedel

Jacqueline Bird, SWC Secretary, called the meeting to order at 8:45 a.m.

The minutes for the March 2&7, 2003 Board meeting were read and a motion was made and passed to accept the board minutes.

Kathryn Helsel presented the Treasurer's Report as of September 5, 2003.

Wells Fargo	\$3,187.65
First Fidelity	\$71,441.76
Total	\$74,629.41

A motion to accept the Treasurer's Report was made and passed.

Caroline Alcaida, President of the Arizona Directors Association, appointed Mary Bendle, Director at San Carlos, as an Arizona Board Member of the Southwest Consortium. Mary was seated as a new member.

James Northcutt, C.P.A. joined the meeting by teleconference to present the SWC Financial Statement and IRS Form 990. Both were accepted by the Board and the IRS Form 990 was signed by Cheryl Encinas, Treasurer of the SWC.

**New Business**

Board Resignations:

- Monica Carrasco – Chairperson
- Jennifer Jackson – Vice Chairperson
- Larry Tsosie – NM/CO Member
- Cornelia Clendon – AZ Alternate

A motion was passed to table the election of a Chairperson and Vice Chairperson until after the vacancies in the New Mexico Board members are filled.

Kathryn Helsel presented the 2003 Final Conference Report. A motion was made and passed to accept the 2003 Final Conference Report.

Kathryn Helsel gave an update on the new Head Start training system. She also covered the current Head Start Initiatives.

A letter should go to the Tribal administration and supervisors of the Board members describing the roles and responsibilities of the member and information about SWC. Also send this to the programs of the SWC.

## **2004 Conference Planning**

### Workshop Categories:

#### Early Literacy (3 tracks)

Parent Involvement  
Disabilities  
Basic Child Development  
Cultural  
Language  
Movement/Music  
Family Literacy  
Child Outcomes  
Mentor/Coaching  
Science  
Numeracy  
Appropriate book selection  
Creative Literacy w/in classroom

#### Fatherhood (1 track)

Parent Involvement  
Discipline (soc/emot)  
Mental Health  
Success w/ Fatherhood

#### Health (3 tracks)

Nutrition in Curriculum  
    Balance, Obesity, Anemia, Allergies,  
Diabetes, Lactose Intolerance  
Food Pyramid  
Special Diet  
Menu Cycles  
CACFP  
Activities in Classroom  
Tracking  
Exercise  
Dental  
Health & Safety  
Mental Health  
Movement/Music  
Playground Safety  
Communicable Diseases  
Early Intervention  
Health Advisory Committee  
Facilities  
Transportation

#### Program Design & Management – Quality (3 tracks)

Systems  
Training Plan  
Self Assessment  
Community Assessment  
Monitoring  
Outcomes  
Performance Standards  
GABI  
PRISM  
PIR  
Technology (computer based programs)  
Distance Learning  
Collaboration  
Community/Family Partnerships  
Record Keeping/Documentation  
Team Building  
Program Governance (PC) (Roberts Rules of Order)  
New Staff Orientation  
Child Assessment  
Human Relations  
**\*Tribal Leaders**  
    Wednesday General Session then 2  
    workshops following.

SWC Conference Planning for NACFC 2004 Worksheet

- The date of the Conference will be March 22-25, 2004 in Albuquerque, NM at the DoubleTree Downtown and the Albuquerque Convention Center.
- The name of the Conference will remain Native American Child and Family Conference
- The Conference structure will consist of:
  - National Head Start Initiative Tracks
  - Opening Session on Tuesday at 8:30 a.m.; General Session Wednesday at 8:30 a.m.; Closing Luncheon Thursday at 12:30 p.m.
  - 80 1.5 hour time slots for workshops are planned at this time. (Tue-30, Wed-30, Thur-20)
- Conference Theme: “Preparing Children for a Better Future: Meeting Head Start Initiatives”
- Conference Colors: Crimson and White
- Conference Logo: Petroglyph design
- We will have program banners and flags, as well as children’s artwork
- Children’s dance groups will perform at the opening and closing.
- Tuesday evening programs and vendors will do make and take activities – “Make-A-Mess: Hands on Classroom Activities”
- Vendors will set up Monday at noon and close Thursday at 1:00
- Suggestions for general session speakers: Michael Lacapa, Dr. Phil Smith. Have a motivational speaker instead of a comedian at the closing.

Conference planning numbers will be for 400 people.

Pre-Intensive topics to be held on Monday, March 22, 2004 are: Self Assessment, Community Assessment, and Outcomes

Registration fees:

Pre-Intensive	\$50
Conference	\$150 (Early); \$200 (Late); and \$100 (One day)
Corporate vendor	\$250 - \$275
Native Vendor	\$200

2003 T-shirts will be sold for \$10; 2003 bags for \$5

(The Board meeting recessed at 4:45 p.m. and reconvened at 8:45 a.m. September 8, 2003)

Attendees: Phyllis Antone, Lolina Lee, Mary Bendle, Jacqueline Bird

Non-Board Member Attendees: Cecelia Pino (Alamo), Kathy Sando (Jemez), Kathryn Helsel, Toni Dobrec, Carol Wedel, Kristi Bentkowski

The hospitality room will be in 1503 at the Conference hotel, DoubleTree Downtown.

Put the Head Start Initiatives in the program or as a handout in the packet.

Toni Dobrec went over past conference committee roles and responsibilities. The list needs to be updated for 2004. People will be assigned to committees at the NM Director Association meeting held October 24 and they will give progress reports at the December SWC Board meeting. Gil Vigil showed the Board some ideas for fund raising and sponsors. We need to develop a letter with a prioritized listing of specific items with prices that can be sponsored. Send this with a brochure describing the SWC and the NACFC.

Kathryn Helsel gave an update on Head Start reauthorization. She covered:

- NIHSDA Summary of Indian Head Start Issues
- The School Readiness Act of 2003
- NAEYC Overview of the Senate Bills, August 8, 2003

Lynn Mabray from the DoubleTree took the Board on a tour of the hotel and convention center facilities.

The next Board meeting will be December 5&6, 2003, 8:30 a.m. to 5:00 p.m. in Albuquerque, NM at the DoubleTree Hotel.

The meeting was adjourned at 4:05 p.m.