



Executive Committee Meeting
Thursday, February 25, 2021 9:00 am - 10:00 am
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Time	Agenda Item
9:00 am	Welcome & Introduction
9:10 am	Board Committee and Working Group updates
9:25 am	Strategic Planning Process
9:40 am	Board Business
9:50 am	Next Steps
10:00 am	Adjourn

FY21 Executive Committee Meeting Dates

Tuesday, October 6, 2020
 Tuesday, November 17, 2020
 Tuesday, February 25, 2021
Tuesday, June 1, 2021 (next meeting)



First 8 Memphis Executive Committee Meeting

Date: February 25, 2021

Time: 9:00am - 10:00am

Committee Members Present: Jim Boyd, Kathy Buckman Gibson, Tanya Hart, Dr. Carol Johnson Dean, and Keva Latham

Committee Members Absent: none

Staff Present: Dr. Kandace Thomas

Visitors Present: None

Welcome & Introduction

The meeting began at 9:03 am. Chairperson Kathy Buckman Gibson welcomed everyone and thanked the newest members for accepting the following roles that will be presented for full Board approval on March 9th:

- Secretary - Tanya Hart
- Vice Chairperson - Dr. Carol Johnson Dean

Approval of November 17, 2020 meeting minutes

Director Jim Boyd made a motion to approve the November 17, 2020 Executive Committee Meeting Minutes. Director Carol Johnson Dean seconded. The minutes were approved without objection.

Board Committee and Working Group Updates

Finance Committee

- The Committee authorized Keva Latham and Dr. Kandace Thomas as signatories on the Escrow account at the last meeting.
- A new escrow account must be opened each year. Keva celebrated the staff/consultant team for doing an exceptional job outlining the procedures for the new account. This and other financial updates will be presented to the Finance Committee for approval.
- The Financial Audit performed by Dixon Hughes Goodman is complete. The clean report did not note any negative findings or internal control issues. The Finance Committee will discuss the timing of the audit with the auditors at the meeting later today (February 25th).
- Q1 and Q2 payments have been disbursed to Pre-K Operators.
- The Financial Policies and Procedures document is considered a working document and is updated as needed.

Nominating and Governance Committee

- The Committee is prepared to make three recommendations to the Board for approval: Dr. Carol Johnson Dean for Vice Chair, Tanya Hart for Secretary, and Dr. Catherine Cushinberry for Board member. The Committee also hopes to be able to bring recommendations from the 0-3 space and FedEx to the Board at future meetings.
- The Committee needs further conversation to sort out whether it needs someone with early childhood development expertise or have a Board member who has experience running a childcare center. The committee will likely schedule another committee meeting to discuss.

Communication Working Group

- The Working Group reviewed the communications proposals that were submitted and narrowed them down to three firms. The firms will be interviewed by the group on Friday, 2/26/21. References will be called after the interviews.

HR Working Group

- Job descriptions for the two priority positions were released in February. The search for the Director of Strategic Operations (formerly referred to as Associate Director) is being managed by Momentum NonProfit Partners. Momentum is screening the applications and initial vetting, interviewing and onboarding. The HR Working Group will help with the Pre-K Liaison role. We hope for a rich and high quality applicant pool for both positions.

Other discussion items: The Executive Committee requested that the staff add early childhood public policy updates to the March 9th Board of Directors meeting. First 8 Memphis and Seeding

Success is finalizing a policy memo that outlines early childhood policy responsibilities; the memo will be shared with the Board.

ACTION ITEM:

- Schedule a meeting in the month of April for the Nominating and Governance Committee to discuss whether or not the Board needs a 0-3 expert or someone who runs a childcare center.
- Dr. Thomas will reach out to Haley Simmons or TQEE to provide an update to the full Board at the March 9th meeting.

Strategic Planning Process

The Committee received an overview of the Strategic Planning RFP. The document outlines goals, the type of consultant needed, timeline, and budget.

- Highlight: this is a strategic planning effort for First 8 Memphis, not an early childhood strategic plan. This will be emphasized in the document
- Timing: Applicants due April 2021 with tentative completion of plan by Fall 2021
- Dr. Thomas' comfort level with the hired consultant is important.

ACTION ITEM:

- Add additional Executive Committee meetings once the RFP is released. The Committee's thought partnership will be helpful in selecting a consultant and thinking through the strategic planning efforts.

Board Business

The Board of Directors meeting draft agenda was reviewed.

ACTION ITEM:

- AGENDA: Delete "Draft" from Board Job Description; Add an agenda item for an update on Policy.
- Request a written update from Early Success Coalition in anticipation of the June 8th Board meeting

Adjournment

The meeting adjourned at 10:04 a.m.