



AGENDA



Executive Committee Meeting
Tuesday, November 17, 2020 1:00 pm - 2:00 pm
Join Zoom Meeting: **Meeting Link Sent Upon Registration Confirmation**

Time	Agenda Item
1:00 pm	Welcome & Introduction
1:10 pm	Board Business
1:25 pm	Board Committee and Working Group updates
1:40 pm	HR
1:50 pm	Next Steps
2:00 pm	Adjourn

FY21 Executive Committee Meeting Dates
Tuesday, October 6, 2020
Tuesday, November 17, 2020
Tuesday, February 23, 2021 (next meeting)
Tuesday, June 1, 2021



First 8 Memphis Executive Committee Meeting**Date:** November 17, 2020**Time:** 1:00pm - 2:00pm

Committee Members Present: Kathy Buckman Gibson, Jim Boyd, and Keva Latham

Committee Members Absent: none

Staff Present: Dr. Kandace Thomas and LaDora Watkins

Visitors Present: None

Welcome & Introduction

The meeting began at 1:14 pm.

Ice Breaker: Thanksgiving is coming up; are there any innovative ways that you will be engaging on that day?

- Will likely put up decorations for Christmas, keep it intimate, and think of ways to enjoy each other.
- Celebrating 50th wedding anniversary in North Carolina.
- Flying to Mexico to a small town on the Pacific Coast.
- Remaining safe is the goal; will do something non-traditional that involves food.
- Taking a trip to Miami with the family; will have Thanksgiving dinner.

Approval of October 6, 2020 meeting minutes

Director Jim Boyd made a motion to approve the October 6, 2020 Executive Committee Meeting Minutes. Director Keva Latham seconded. The minutes were approved without objection.

Board Committee and Working Group Updates



Nominating and Governance Committee

- Anjelica Hall of Hardin McClean, has been hired to assist with the creation of Board of Directors (Board) infrastructure documents and Board recruitment processes. Documents will be available for both the full Board's December 8, 2020 and March 9, 2021 meeting.
- First 8 Memphis open Board seats include open Pre-K/Early Care and Education seat, and seats vacated by Tomeka Hart and Rebecca Yeung.
- The status of other seats were provided:
 - Board member Amber Huett-Garcia will continue as the County appointee at this time.
 - Board members with terms ending May 2021 are being contacted about their interest in remaining on the Board. Thus far, Antonio Burt has been contacted. Dr. Burt expressed interest in continuing on the Board and extending his term as a Board member. Once the Board responsibilities document is available, Dr. Thomas will follow-up with Dr. Joris Ray as the seat is appointed by the Superintendent. Nominating and Governance Committee and Dr. Thomas will follow-up with the remaining Board members with expiring terms this winter and early spring.
- During the December 8th Board meeting, the Nominating and Governance Committee will ask the Board to provide recommendations for Board membership.

Finance Committee

- First 8 Memphis January - June 2020 audit will be available for the February 25, 2021 Finance Committee meeting and thus the March 9, 2021 Board meeting. The staff and Finance committee will reflect on this process and discuss whether or not another audit firm should be identified.
- The Committee will bring forth a Board resolution to authorize Director Latham and Dr. Thomas as signatories on the Escrow Agreement.
- Director Latham will engage a conversation with staff to reimagine the governance process around Pre-K operator payments and Escrow distribution. Staff is working on recommendations for a more streamlined process.

Communication Working Group

- A Request for Proposals (RFP) will be circulated for a potential new communications firm to help First 8 Memphis with day-to-day communications and an early childhood communications campaign. Staff is also working on an RFP review timeline for the Communications Working Group.

HR Working Group



- Job descriptions for the two priority positions (Associate Director and Pre-K Operator Partner Liaison) will be shared with the Board when they are finalized.

ACTION ITEM: The following agenda items will be added to the 12/8 Board Meeting: Strategic planning process and the Blue Meridian work.

The committee agreed to meet monthly. A meeting will need to be scheduled for December.

Executive Director six-month review

Kathy Buckman Gibson recently conducted a six-month review with Dr. Thomas. It included

- reflections on the first six months,
- areas of success and challenges
- Dr Thomas' focus for the next six months.

Chair Buckman Gibson's feedback also emphasized Dr. Thomas' tremendous achievements while having moved to Memphis during a global pandemic and being First 8 Memphis' inaugural Executive Director.

Dr. Thomas added that in her review she added a couple of areas that needed the Board's input. They were:

- Board recruitment
- Candidates for Board membership
- Board members being ambassadors for the organization

Next Steps

- Chair Buckman Gibson will reach out to Director Boyd and Director Latham to review the draft Executive Director six-month performance overview document (to obtain their input)
- Share Conflict of Interest form with the Board at the December 8th meeting.
- Schedule time for a December meeting. The agenda should include time to revisit KPIs created by the Onboarding Committee for the Executive Director.

Adjournment

The meeting adjourned at 2:00 p.m.