

**Executive Committee Meeting****Tuesday, November 30, 2021 8:30 am - 9:30 am**Join Zoom Meeting: **Meeting Link Sent Upon Registration Confirmation**

| Time | Agenda Item |
|---------|--|
| 8:30 am | Welcome & Introduction |
| 8:35 am | Programmatic Updates |
| 8:45 am | Strategic Plan Update |
| 8:55 am | Board Committee and Working Group Updates |
| 9:05 am | Board Meeting |
| 9:25 am | Next Steps |
| 9:30 am | Adjourn |

FY22 Executive Committee Meeting Dates

Tuesday, February 22, 2022

Tuesday, June 7, 2022



First 8 Memphis Executive Committee Meeting**Date:** November 30, 2021**Time:** 8:30am - 9:30am

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

Committee Members Absent: None

Staff Present: Dr. Kandace Thomas and LaDora Watkins

Visitors Present: Kassi Longoria (Maya Consulting)

Welcome & Introduction

The meeting began at 8:33 a.m.

A motion to approve the June 1st and August 31st Executive Committee meeting minutes was made by Jim Boyd and seconded by Keva Latham.

Programmatic Updates

- Kathy and Kandace are on the Boston Consulting Group Steering Committee. BCG is partnering with local funders to make an investment to support an early literacy plan for Pre-K to 3rd grade in Shelby County Schools.
- The [Place Matters](#) timeline has been pushed until the new year. F8M entered to be an Anchor Collaborative but will likely not hear back on a selection until February.
- The F8M Leadership Council committees are meeting. People come in and out of meetings. Staff capacity challenges as a lot of staff don't have early childhood experience.
- The Early Success Coalition and First 8 Memphis partnered with the University of Memphis to embed language related to infant mental health learning - social emotional health training and racial equity- into the grant that is a part of the [TN Resiliency Project](#).
- A decision was made to discontinue participation in outcomes financing will not happen in the upcoming years for F8M.

Strategic Plan Update

First 8 Memphis is undergoing our first strategic plan with a goal of building out the organization's infrastructure to allow us to support and continue to build Memphis and Shelby County's early care and education system.

- The Board of Directors participated in a half day retreat to delve into a draft of the Strategic Plan and provide feedback.
- The next iteration of the draft Strategic Plan will be available in the coming days and the Board will have an opportunity to review it at the December 16th Board meeting. At that time, the members will also discuss how to socialize the plan to the community.
- MAYA Consulting, F8M Strategic Planning Consultant, is also working on a timeline and draft budget for F8M's strategic plan.

Reflections:

- The half day Board retreat was worthwhile; consultants were responsive to feedback that was given.
- F8M should ensure alignment between the strategic plan and other strategies (i.e. Build Back Better plan, early literacy work, mental health grant).

Board Committee and Working Group Updates

Nominating and Governance Committee

- Jaron Carson, SCS representative, will join the Board at the December 16th meeting.
- The committee will bring forth a nomination to elect Antonio Burt to the Board of Directors to occupy the seat vacated by Tanya Hart.
- The Board will also discuss open leadership positions, director engagement, and open meeting procedures.

Finance Committee

- Unspent Funds memo - A proposal was provided on how to spend unspent financed funds; a similar allowance is being proposed for \$400K of non-financed dollars.
- The committee recommends merit increases of 1.5% or 3% percent be provided to F8M staff given inflation. The committee agreed that a 3% cost of living adjustment was reasonable. The recommendation will be taken to the HR working group for endorsement. Thereafter a formal recommendation will be brought forth at the December 16th Board meeting.
- The Finance Committee will meet again this week to clarify financial statements.

Communications Working Group

- A meeting will be scheduled in the coming weeks.

HR Working Group

- The HR Working Group is currently supporting F8M's HR and payroll functions while a third party firm is being sourced.

Board Meeting

The Board of Directors meeting on December 16th will include updates from the committees, Executive Director update, and time to review the draft of the Strategic Plan. Immediately following the Board meeting, directors will gather to get a better understanding of F8M's financial structure.

Next Steps

- Allocate additional time for the Board to discuss the draft Strategic Plan.
- Director Jim Boyd will explore appointments to the Board to clarify if official approval is needed for such appointments as the SCS appointee, Shelby County Government appointee, and City of Memphis appointee.

Adjournment

The meeting adjourned at 9:30 a.m.