



**Board of Directors Meeting  
Thursday, December 16, 2021 8:30 am - 10:30 am**

**Join Zoom Meeting:**

**Meeting link sent upon registration approval**

Overview: First 8 Memphis hosts quarterly Board of Directors meetings as a function of the governing body for the organization. The Board provides oversight and accountability for the organization. Board meeting dates and virtual access are open to the public.

Time	Agenda Item
8:30 am	<b>Board Chair Welcome*</b>
8:40 a.m.	<b>Policy Update</b>
8:50 am	<b>Board Committee/Working Group Reports</b> <ul style="list-style-type: none"> <li>● Executive Committee</li> <li>● Nominating and Governance Committee*</li> <li>● Finance Committee*</li> <li>● Communications Working Group</li> <li>● HR Working Group</li> </ul>
9:10 am	<b>Review Draft Strategic Plan</b>
10:10 am	<b>Executive Director Report</b> <ul style="list-style-type: none"> <li>● Organizational Updates</li> <li>● Leadership Council</li> <li>● Partnership Initiatives</li> <li>● Pre-K</li> </ul>
10:20 am	<b>Next Steps</b>
10:25 am	<b>Check Out and Adjourn</b>

\* Voting Item

FY 22 Board of Directors Meeting Dates

Thursday, September 22, 2021

Thursday, December 16, 2021

Thursday, March 10, 2022

Thursday, June 23, 2022



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**First 8 Memphis Board of Directors Meeting (Virtual)****Date:** December 16, 2021**Time:** 8:30am - 10:30am

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<b>Board Members Present:</b>	Sue Bolding, Jim Boyd, Jaron Caron, Dr. Carol Johnson Dean, Kathy Buckman Gibson, Dr. Antonio Burt, Dr. Marion Hare, Tanya Hart, Keva Latham, Yvonne Madlock, Leigh Mansberg, Mary McDaniel, Aubrey Nelson, Alicia Norman, Patrice Robinson, and Michael Whaley
<b>Board Members Absent:</b>	Alex Smith
<b>Staff Present:</b>	Johanna Harrison, LeAmber Hill, Ginny Renfroe, Dr. Kandace Thomas, LaDora Watkins, and Gwendy Williams
<b>Visitors Present:</b>	Ronda Hughey (Hughey's Debits and Credits), Blair Taylor, Lee Harrell (TQEE), Natalia Powers and Shawn Pachucki (Powers Solutions), Kassi Longoria (MAYA Consulting)

### Welcome and Introduction

Board Chair, Kathy Buckman Gibson called a meeting of the Board of Directors of First 8 Memphis to order on Thursday, December 16th at 8:33 a.m.

### Minutes Approval

- Mary McDaniel made a motion to approve the minutes from Board Meetings on 6/8/21, 9/22/21, and 11/1/21. Yvonne Madlock seconded the motion. **The Board voted unanimously to approve the motion.**
- Jim Boyd made a motion to approve the minutes from the Executive Committee Meeting on 8/31/21. The motion was seconded by Dr. Carol Johnson Dean. **The Board voted unanimously to approve the motion.**

## Policy Update

Lee Harrell, VP of Advocacy, and Blair Taylor, CEO, at [TQEE](#) provided an update on the Build Back Better Plan (BBB). They shared a [resource](#) from the Hunt Institute that details updates to legislation related to the Pre-K and childcare provisions in the BBB plan. Each state's governor must opt in to the Pre-K and childcare provision. If Tennessee's governor does not opt in, there is a local opt in option that will supersede the state opt in. At this time, the best action from people in the field is communication related to advocacy with the local federal and state delegation members.

- Resources shared
  - <https://hunt-institute.org/wp-content/uploads/2021/12/Hunt-Institute-Build-Back-Better-Guide-for-Policymakers-12.12.21.pdf>
  - [www.tqee.org](http://www.tqee.org)

## Strategic Plan

- First 8 Memphis is in the midst of developing its first Strategic plan that will lay out the course of work for the next few years. The Board reviewed a draft of the plan. They reflected and discussed a process to begin socializing the plan with key stakeholders in January.
- A Special Call Meeting will be scheduled for February to approve the Strategic Plan.

## Board Committee/Working Group Reports

### Executive Committee

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Kathy Buckman Gibson, Board Chair, gave an overview of the November 30th Executive Committee meeting. Board members were reminded of the [Stakeholder spreadsheet](#) to enter names of individuals for Kandace to connect with.

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### Nominating and Governance Committee

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Jim Boyd, Nominating and Governance Committee Chair, provided an update on behalf of the Committee and gave an overview of the November 10th meeting.

- Jaron Carson was welcomed as a new board member.
  - There is currently an opening in leadership for the Secretary position.
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- The Nominating and Governance Committee recommended that Antonio Burt be elected to the Board of Directors. Mary McDaniel seconded. **The Board voted unanimously to approve the motion.**
  - Members were asked to review the open meeting procedures in their packets.
  - The Committee acknowledged that the S2/F8M Identity Working Group is launching this Winter.
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### **Finance Committee**

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- An audit for FY21 is in progress. The committee is working to develop a policy to manage challenges that may arise during an audit.
  - Mary McDaniel made a motion to approve the May through October Financials. Patrice Robinson seconded. **The Board voted unanimously to approve the motion.**
  - Patrice Robinson made a motion to approve the Quarter 1 - Quarter 3 Pre-K Advance payments. Dr. Marion Hare seconded the motion. **The Board voted unanimously to approve the motion.**
  - Jim Boyd made a motion to approve the proposed usage of unspent financed funds. Mary McDaniel seconded the motion. **The Board voted unanimously to approve the motion.**
  - Jim Boyd made a motion to approve a 3% cost of living adjustment and a potential, up to a 3% one time bonus for the First 8 Memphis staff. Mary McDaniel seconded the motion. **The Board voted unanimously to approve the motion.**
  - Jim Boyd made a motion to approve the disbursement of the NEXT Memphis Grant funds. Leigh Mansberg seconded the motion. **The Board voted unanimously to approve the motion.**
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### **Communications Working Group**

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Yvonne Madlock gave an overview of the December 9th meeting. Short term and long term goals of the Communications Strategic Plan were discussed. Additionally, the tagline meeting is scheduled for January 12th at 2 p.m.

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### **HR Working Group**

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The HR Working Group endorsed the proposed 3% cost of living increase for staff as it is on par with other nonprofits and national trends. The working group is also

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supporting F8M in developing a staff handbook. F8M is currently vetting an HR firm. The HR Working Group will work in consultation with the new firm.

### Executive Director Report

- F8M hosted the first First 8 Years Speaker Series on November 11. The event was well attended. Chandra Ghosh Ippen is the next speaker on february 24th.
- RFP was released for classrooms for the next school year. Two RFPs went out; one for F8M Pre-K classrooms and one for the South City Early Childhood Education Center.
- A financial recap of the F8M Pre-K Budget was also provided.

### Next Steps

F8M will host an optional session following the Board meeting at 10:30 a.m. for Directors who are interested in learning more about F8M's financial structure. Staff will resend the [stakeholder spreadsheet](#) to the Board members via email.

### Adjournment

The Board meeting adjourned at 10:27 a.m.