North Carolina Early Childhood Foundation
Executive Committee Meeting Agenda
June 4, 2021, 10:30 AM – 11:30 AM
Via Zoom; Meeting ID: 883 4732 2682

NCECF’s mission is to marshal North Carolina’s great people, ideas, and achievements to ensure equitable access to opportunity and success for every child by the end of third grade.

10:30 AM........ Welcome, Call to Order, and Establish Quorum – Action
Easter Maynard

10:35 AM .......... Approve Minutes from March 12, 2021 – Action
Attachment A
Easter Maynard

10:40 AM .......... ED Evaluation – Discussion
Easter Maynard

11:00 AM .......... Treasurer Term Renewal – Action
Attachment B
Easter Maynard

11:05 AM .......... Chair and Vice-Chair Succession – Discussion
Attachment C
Easter Maynard

11:15 AM .......... Review June Board Agenda Items – Discussion
Attachment D
Easter Maynard

Adjourn
North Carolina Early Childhood Foundation
Executive Committee Minutes
March 12, 2021, 11:30 am - 12:30 pm

Members Present: Easter Maynard, Sheresa Blanchard, Peggy Wang, Peggy Carter, Patti Gillenwater, Tracey Greene Washington
Members Absent: Banu Valladares
Others in Attendance: Muffy Grant, Kaylan Sloane

Welcome, Call to Order and Establish Quorum
The Executive Committee of the Board of Directors (Board) of the North Carolina Early Childhood Foundation (NCECF) met on March 12, 2021. Easter Maynard called the meeting to order and a quorum was established.

Approve Previous Meeting’s Minutes
A motion to approve the minutes as written from the November 17, 2020 Committee meeting was made by Patti, seconded by Peggy W, passing unanimously.

Bylaw Change for Officer Terms
Committee reviewed officer term change and agree that the wording is now clear. The Governance Committee will work on an Officer succession plan for the end of the year when Easter’s & Patti’s terms end. Peggy C motions to approve the Bylaw Change for Officer Terms as written, Peggy W seconds, motion passes unanimously.

Manage Process for ED Evaluation
[Muffy leaves meeting]
Patti gives an overview of the conversation around the Executive Director evaluation process. There are documents presented in the packet, but Committee thinks Board members wouldn’t necessarily be qualified to answer such specific questions. They may be more applicable to staff.

Patti presents the option of one on one Zoom ED evaluations conducted with staff. This could be led by Patti or a hired third party. A written survey may be anonymous, but the one on one video would not be. Peggy W supports the one on one versus forum format; people may give more in a conversation than in writing and a one on one may allow us to follow up and elaborate on topics. Kaylan suggests that staff participate in a one on one, but receive a written survey beforehand for thoughtful answers, and also to make sure Sumera is included in the process since she is currently on parental leave.

Sheresa leans toward one on one conversations. Since the staff is so small, a conversation may open up more information than a written survey. Sheresa also brings up the importance of a self-assessment, which may not be applicable in this situation, but a self-evaluation invests the person in outward evaluations and pushes personal growth.

Easter is concerned with making the process forward thinking and helpful, not based on past actions, and generating a culture of support for professional development. Peggy C agrees with the forward-looking process and that it is valuable to do a self-assessment, reflect on work load and circumstances, and to learn from hindsight. Peggy W thinks Muffy’s self-assessment may be useful for Board perspective on NCECF, generating conversation about the overall non-profit, NCECF’s strategy and direction.
To receive valuable feedback from the Board, Patti and Muffy previously discussed creating questions to elicit information on NCECF as a whole, how we are being seen by partners, the state, are we leveraging the Board enough, etc. Muffy is to send Patti questions.

Next steps:
Move evaluation out to end of May in order to include Sumera. A new approach will be formed and Committee members should send Patti any questions to use for the staff or Board survey. Patti will give a brief update on the ED evaluation progress at the next Board meeting.

**Review Board Meeting Agenda**
It is clarified that Peggy W will do a 10-minute update on the Racial Equity Committee progress and a longer agenda will be set for the RE Committee at the June Board meeting.

[Tracey joins the meeting.]
Committee talked briefly about the Facilitated Conversation readings for the Board meeting and how it can feel overwhelming. All agree that it is important to take readings in short portions in order to digest the heavy information. There will not be any attachments for Patti/Easter’s update on the ED Evaluation process.

**Adjournment**
Having no further business, the meeting was adjourned at 12:15 pm.

Minutes submitted by:

___________________________________
Banu Valladares, Secretary
EXECUTIVE COMMITTEE MEETING: JUNE 4, 2021
ACTION ITEM: Treasurer Term Renewal

BACKGROUND:

Article IV Section I of the bylaws state:
There shall be five officers of the board, consisting of a chair, past chair, vice-chair, secretary and treasurer who shall be elected for terms not to exceed two consecutive two-year terms.

Peggy Wang served her first term as treasurer from 5/1/2019 – 5/1/2021. Staff reached out to Peggy to see if she would be interested in serving the second and final term as treasurer. Peggy has agreed to continue her role as treasurer for the second term, if approved (5/1/2021 – 5/1/2023).

RECOMMENDATION:
BACKGROUND:

Article IV Section I of the bylaws state:
- *There shall be five officers of the board, consisting of a chair, past chair, vice-chair, secretary and treasurer who shall be elected for terms not to exceed two-year terms two consecutive two-year terms.*

The changes in the bylaw terms were enacted at the March 2021 board meeting. Easter Maynard and Patti Gillenwater are serving their final term as Chair and Vice-Chair (see chart below).

<table>
<thead>
<tr>
<th>2021 Board Members</th>
<th>Elected (First Term)</th>
<th>Current Term Ends</th>
<th>Number of Terms Served (including current)</th>
<th>Officer</th>
<th>Date Elected</th>
<th>Term Ends</th>
<th>Number of Terms Served (including current)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Maynard</td>
<td>2/24/15</td>
<td>12/31/23</td>
<td>3 Serving final term on board</td>
<td>Chair</td>
<td>12/7/17</td>
<td>12/31/21</td>
<td>2 Serving final term as Chair</td>
</tr>
<tr>
<td>Patti Gillenwater</td>
<td>10/1/14</td>
<td>12/31/23</td>
<td>3 Serving final term on board</td>
<td>Vice-Chair</td>
<td>12/7/17</td>
<td>12/31/21</td>
<td>2 Serving final term as Vice-Chair</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
- Determine who would be interested and the best fit to serve as the chair and vice-chair beginning in 1/1/22.
- Discuss building a Leadership Transition Plan for a smooth transition for the next chair and vice-chair.
Board Meeting Agenda
June 21, 2021
Via Zoom

Each North Carolina child has a strong foundation for life-long health, education, and well-being supported by a comprehensive, equitable birth-to-eight ecosystem.

June 21, 2021 Board Business Meeting 1:00 PM – 3:00 PM

1:00 PM ..........Welcome, Call to Order and Establish Quorum  Easter Maynard

1:05 PM ..........Approve Consent Agenda – Action  Easter Maynard
2021 Board Meeting Minutes – Attachment A
2021 Executive Committee Minutes – Attachment A1
2021 Governance Committee Minutes – Attachment A2
2021 Finance Committee Minutes – Attachment A3
2021 Racial Equity Committee Minutes – Attachment A4
2021 Philanthropy Committee Minutes – Attachment A5
2021 Audit Committee Minutes – Attachment A6
2021 Executive Director’s Report – Attachment A7

1:10 PM ..........Family Forward NC  Lisa Finaldi

1:30 PM ..........Audit – Action  Munro Richardson
Form 990 and Financial Statements
Kim Jessup Ripberger & Tina Smith, Bernard Robinson & Company

1:50 PM ..........Governance Committee – Action  Sheresha Blanchard
Announce Board Buddies
Update on New Board Member Outreach

2:00 PM ..........Racial Equity Conversation  Tracey Greene-Washington

2:30 PM ..........Executive Committee – Action  Easter Maynard
Treasurer Renewal
Update on ED Evaluation and Chair and Vice-Chair Succession

2:50 PM ..........Finance Committee – Action  Peggy Wang
TBD after committee meeting on June 7th

3:00 PM ..........Adjourn