



FHSA BOARD OF DIRECTORS MEETING AGENDA

March 2, 2021

1:00 p.m. – 4:00 p.m. (Eastern Time)

[Zoom Registration Link](#)

- | | | |
|------|--|----------------------------------|
| I. | Call to Order/Welcome/Introductions | Kymberly Cook, President |
| II. | Roll Call | Mary Grace Romo, Secretary |
| III. | Approval of Agenda | Kymberly Cook, President |
| IV. | Approval of Minutes from January 14, 2021,
Board Meeting - page 1 | Kymberly Cook, President |
| V. | Strategic Plan – page 3 | Kymberly Cook, President |
| | i. Scorecard – page 5 | |
| | ii. Committee Structure Review | |
| VI. | Reports | |
| | a. Head Start Collaboration Office | Mimi Jefferson, HSSCO Director |
| | b. Financial – page 7 | Janet Ranaldi, Treasurer |
| | c. Executive Director – page 10 | Wanda Minick, Executive Director |
| | d. Committees | |
| | i. Executive Committee - page 12 | Kymberly Cook, President |
| | ii. Professional Development – page 14 | Wanda Minick, Executive Director |
| VII. | Other Business | Kymberly Cook, President |

Bolded items denote action items

Update: Next FHSA Board Meeting

May 20th moved from 9:00 a.m. to 1:00 p.m.- 4:00 p.m.

Virtual Meeting

FHSA Mission Statement

*To enhance and support the capability of local Head Start programs
in the delivery of high- quality services for our children and families.*

EXCELLENCE ~ ADVOCACY ~ LEADERSHIP



FLORIDA HEAD START ASSOCIATION BOARD MEETING AGENDA

March 2, 2021

1:00 PM – 4:00 PM (ET)

ZOOM LINK: [JOIN ZOOM MEETING](#)

MEETING ID: 872 5078 3294

PASSCODE: 016196

FHSA Mission Statement

*To enhance and support the capability of local Head Start programs
in the delivery of high- quality services for our children and families.*

EXCELLENCE ~ ADVOCACY ~ LEADERSHIP

FHSA 2021 Board Meeting Schedule

Schedule Change

2021	1:00 p.m. - 4:00 p.m.	FHSA Board Meeting, Zoom
21	1:00 p.m. - 4:00 p.m.	FHSA Board Meeting, Zoom
May 20, 2021	1:00 a.m. - 4:00 p.m.	FHSA Board Meeting, Zoom
July 20, 2021	2:00 p.m. - 5:00 p.m.	FHSA Board Meeting, <i>One Goal Summer Conference, Tampa, FL</i>
October 6, 2021	9:00 a.m. - 12:00 p.m.	FHSA Board Meeting, <i>Fall Leadership Training, Daytona Beach, FL</i>



FLORIDA HEAD START ASSOCIATION, INC.

Board of Directors Meeting January 14, 2021

EXECUTIVE COMMITTEE

- **PRESIDENT**
Kymberly Cook
- **VICE PRESIDENT**
Sonya Hill
- **TREASURER**
Janet Ranaldi
- **SECRETARY**
Mary Grace Romo

BOARD MEMBERS

- **DIRECTORS AFFILIATE GROUP**
Tim Center
Dr. Angela Iudica
Dr. Jacquelyn Jenkins
Dr. Maite Riestra-Quintero
- **STAFF MEMBERS AFFILIATE GROUP**
Brigette Davis
Gloria Gonzalez
- **FRIENDS AFFILIATE GROUP**
Cindy Kaier
- **PARENTS AFFILIATE GROUP**
Angel Maldonado

EXECUTIVE DIRECTOR Wanda Minick

CONTACT INFORMATION

- **Mailing Address**
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Tallahassee, FL 32301
- **Telephone:**
850-694-6477
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info@flheadstart.org
- **Web Address:**
www.FLHeadStart.org

Board of Directors Attendees: Tim Center, Kymberly Cook, Brigette Davis, Glorinda Gonzalez, Sonya Hill, Dr. Angela Iudica, Dr. Jacquelyn Jenkins, Angel Maldonado, Janet Ranaldi, Dr. Maite Riestra-Quintero, Mary Grace Romo

Board of Directors Absent: Kymberly Cook, Rebecca Henderson, Cindy Kaier

Guests: Mimi Jefferson, John Ricco

Staff: Wanda Minick

The FHSA Board of Directors meeting was called to order by Ms. Sonya Hill at 1:02 p.m. Mrs. Mary Grace Romo performed roll call. Quorum met.

Ms. Hill informed the board on the recent election results stating Mrs. Heidi Rand was elected to serve on the board with 50% of the membership voting. She welcomed Mrs. Rand to back to the board. She then turned the meeting over to Mr. John Ricco, Partners in Association Management to assist the board with completing its work on the FHSA 2021 Strategic Plan. Mr. Ricco reviewed all six goals the board developed in October 2020 as well as provided a detailed review of goals 3-6 objectives, strategy, tactics and measurements in which he and Mrs. Minick developed and refined over the past few months. Ms. Hill asked for a motion to approve the strategic plan as written. Mr. Tim Center thanked Mr. Ricco and Mrs. Minick for their work and moved to adopt the plan, Mr. Angel Maldonado seconded the motion. Mrs. Cook called for discussion. There was no discussion. Motion carried.

The board began reviewing the association's current committee structure. The board agreed to consolidate the Public Policy and Advocacy Committee and to move the Marketing/Public Relations committee to an Ad Hoc committee. All other committees stand. Ms. Hill then called for board members to volunteer to serve on these committees. Dr. Jenkins volunteered to chair the Public Policy and Advocacy committee. Dr. Riestra-Quintero and Dr. Iudica volunteered to chair the Research committee. Mrs. Heidi Rand and Mr. Angel Maldonado volunteered to work on the Finance Committee along with Chair, Mrs. Janet Ranaldi. The following changes will need to be updated in the By-laws and the Policy and Procedures manual and the board can expect to approve the changes at the next board meeting.

Ms. Hill presented the agenda for today's meeting. A motion to approve agenda as presented was made by Mr. Maldonado as seconded by Mrs. Ranaldi. Motion passed without objection.

Ms. Hill asked the board members to review the minutes from the November 18, 2020 board meeting. A motion to approve minutes as written was made by Dr. Jacquelyn Jenkins and seconded by Mr. Maldonado. Motion passed without objection.

Reports

Florida Head Start Collaboration Director:

Ms. Mimi Jefferson had to leave the meeting but informed staff she would send an update to the association from her recent Office of Head Start meeting.

Treasurer:

FHSA Treasurer Mrs. Janet Ranaldi presented the financials through the end of December 2020, informing the board of the association's \$406,197.00 in assets. The \$21,001.00 in liabilities is from the CARE Paycheck Protection Program the association qualified to receive.

Mrs. Ranaldi reviewed the amended changes in the budget that the Executive Committee approved during their January 7, 2021 meeting.

Executive Director:

Mrs. Minick provided the board with a brief overview of her activities, mainly dealing with the 2021 virtual conference, finalizing the 2020 Compensation & Benefits Study, the strategic plan, and securing a sponsorship from Florida's Head Start Collaboration Office totaling \$12,500.00.

Executive Committee:

Ms. Hill informed the discussion regarding the Region IV Head Start Association (RIVHSA) Child Advocacy Fund. During a recent Executive Committee call, the committee presented a motion to pay 50% of the RIVSHA invoices allocation directly to NHSA and continue discussions with RIVHSA until clarification has been received regarding the remaining 50% of the invoice. Mr. Maldonado seconded the motion. Motion Carried.

Mrs. Minick provided an update on the 2021 Children's Week activities.

Other Business:

Motion by Mrs. Rand to offer non-profit booth rates at \$150.00, which is at cost to FHSA from the conference vendor. The motion was seconded and passed without objection.

Public Comment: None

A motion to adjourn into executive session was made at 3:16 p.m. and seconded.

Executive Session: The Executive Committee recommended a motion to increase Mrs. Minick's pay to a 2.93% raise. Mrs. Minick was thanked for her continued support in her position as Executive Director.

Meeting adjourned at 9:57 a.m.



STRATEGIC PLAN 2021-2023

MISSION: *To enhance and support the capability of local Head Start programs in the delivery of high-quality services for our children and families.*



INCREASE MEMBERSHIP BY EXPANDING THE FHSA VALUE PROPOSITION FOR MEMBERS

- Develop membership recruitment and retention plan to increase membership across all levels
- Increase member benefits by offering value-added services
- Develop a value proposition for each level of the FHSA membership through peer-to-peer professional networks



INCREASE FUNDING FOR FHSA

- Establish realistic revenue growth strategies for the FHSA
- Elevate FHSA advocacy efforts at the state and federal levels through raising awareness and increase funding for the Dollar per Child/Child Advocacy Fund



EXPAND UPON AND IMPROVE THE FHSA'S CURRENT COMMUNICATION TOOLS AND METHODS

- Increase the FHSA use of multi and social media to promote the brand and value of Head Start agencies
- Create a social media strategy to grow new followers and engagement
- Motivate Head Start and Early Head Start Programs to share informational content on their agencies successes and highlights with the FHSA



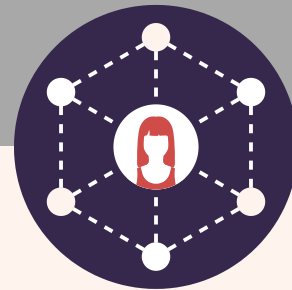
STRATEGIC PLAN 2021-2023

MISSION: *To enhance and support the capability of local Head Start programs in the delivery of high-quality services for our children and families.*



INCREASE EDUCATION, TRAINING AND AWARENESS TO EFFECTIVELY ENHANCE ADVOCACY AT THE LOCAL, STATE AND FEDERAL LEVELS

- Increase presence with state and local associations with a shared interest
- Develop Local Advocacy Education Plan and Toolkit for Head Start agencies
- Host local/grassroots advocacy events/campaigns to promote the FHSA and Head Start brand awareness



ENHANCE OPPORTUNITIES FOR NETWORKING AND EDUCATION AT FHSA EVENTS

- Establish a buddy program for new directors and managers building capacity through partnerships and supporting Head Start agencies
- Boost member engagement at FHSA events by identifying and developing strategies to increase participation
- Provide enhanced year-round educational training and credentialing opportunities



EXPAND COLLABORATIVE EFFORTS WITHIN THE STATE FOR HEAD START PROGRAMS

- Maintaining ongoing relationships with the Department of Children and Families, Department of Education, and Office of Early Learning
- Explore the possibility of MOU's with external nonprofit partners and state agencies
- Establish partnerships between FHSA and Colleges / Universities / State Univ. System / and Ind. Colleges and Univ. (ICUF) (at the local level)



FHSA Strategic Scorecard 2021-2023

MISSION: To enhance and support the capability of local Head Start programs in the delivery of high-quality services for our children and families.



SMART GOAL #1: Increase membership by expanding the FHSA Value Proposition for Members

- By 2022 increase: Grantee (Agency) Membership by 10%
Corporate Membership by XX%
Individual Membership by XX%
- Issue report identifying the strengths and weaknesses of the FHSA's current membership benefits and proposed remedies
- Develop one new cost saving member benefit program rolled out
- New and or updated membership marketing materials complete

SMART GOAL #2: Increase funding for FHSA

- Develop realistic revenue growth increases for 2021, 2022, and 2023 by May 1 of each year.
- An increase in event sponsorship revenue by 5% over 2019
- Conduct survey, develop strategy and marketing materials
- Add two new Corporate Sponsors annually
- Develop three communication pieces
- Develop/identify appropriate donation mechanism
- Educational Toolkit developed and disseminated
- XX % increase in Dollar Per Child donations in 2022 FY

SMART GOAL #3: Expand upon and improve the FHSA's current communication tools and methods.

- Add 2 new social media platforms to FSHA's marketing portfolio
- Record a minimum of 3 general videos annually to promote FSHA events or services
- Record a minimum of 3 testimonial videos annually to promote FSHA
- Achieve 50% increase (528 followers on Facebook and 488 on Twitter)
- Plan in place that generates a minimum of XX pieces of content annually.



FHSA Strategic Scorecard 2021-2023

MISSION: To enhance and support the capability of local Head Start programs in the delivery of high-quality services for our children and families.



DRAFT

SMART GOAL #4: Increase education, training and awareness to effectively enhance advocacy at the local, state and federal levels.

SMART GOAL #5 Enhance Opportunities for Networking and Education at FHSA Events

SMART GOAL #6: Expand Collaborative efforts within the state for Head Start Programs

- Develop list of current and potential partners.
- Create plan to establish new and enhance existing partnerships. *(Plan to include elements such as identifying and assigning FHSA leaders to engage with each entity; establishing regular meeting schedules, etc.).*
- Develop Local Advocacy Education Plan and toolkit Head Start agencies
- Host 1 event in each region (6) per year
- Create professionally designed template that contains state and other data and allows for the insertion of local program data

- Establish Buddy Program and Toolkit for new Directors/ Ed. Managers / ERSEA / Fam. Serv. / Health
- Develop a list of 10 volunteers to serve as buddies for each category
- Create Buddy Guide applicable towards all categories
- Grow list of invitees to Annual Conference and Educational Events by 200 people.
- Increase parent engagement in HS events
- Provide enhanced year-round educational training and credentialing opportunities

- Establish a quarterly meeting schedule to maintain relationship with Department of Children and Families, Department of Education, and the Office of Early Learning
- Develop a list of potential partners by stated dateline. List should detail primary lead (FHSA or HS programs) for each potential MOU
- Establish 3 new partnerships with higher learning institutions.



Florida Head Start Association

Excellence. Advocacy. Leadership.

Financial Statements

10/1/20 - 1/31/21



Statement of Financial Position

	01/31/21	12/31/20	11/30/20	10/31/20
ASSETS				
Current Assets				
Checking/Savings				
1006 · Bank of America	\$ 415,366.25	\$ 406,196.68	\$ 434,392.78	\$ 421,812.17
Total Checking/Savings	\$ 415,366.25	\$ 406,196.68	\$ 434,392.78	\$ 421,812.17
Accounts Receivable				
1500 · Accounts Receivable	\$ -	\$ -	\$ -	\$ -
Total Accounts Receivable	\$ -	\$ -	\$ -	\$ -
Other Current Assets				
1510 · Prepaid Expenses	\$ -	\$ -	\$ -	\$ 3,500.00
1011 · PayPal	\$ -	\$ -	\$ -	\$ -
Total Other Current Assets	\$ -	\$ -	\$ -	\$ 3,500.00
Total Current Assets	\$ 415,366.25	\$ 406,196.68	\$ 434,392.78	\$ 425,312.17
Other Assets				
1850 · Office Equipment	635.99	\$ 635.99	\$ 635.99	\$ 635.99
1980 · Accumulated Depreciation	(635.99)	\$ (635.99)	\$ (635.99)	\$ (635.99)
Total Other Assets	\$ -	\$ -	\$ -	\$ -
TOTAL ASSETS	\$ 415,366.25	\$ 406,196.68	\$ 434,392.78	\$ 425,312.17
LIABILITIES & NET ASSETS				
Liabilities				
Current Liabilities				
2001 · Bank of America Credit Card	\$ 1,697.93	\$ 585.04	\$ 81.79	\$ (16.31)
2726 · CARES Paycheck Protection Program	21,001.00	\$ 21,001.00	\$ 21,001.00	\$ 21,001.00
2226 · Deferred Revenue	-	\$ -	\$ -	\$ 9,000.00
Total Liabilities	\$ 22,698.93	\$ 21,586.04	\$ 21,082.79	\$ 29,984.69
NET Assets				
3000 · Net Assets	\$ 282,732.63	\$ 282,732.63	\$ 282,732.63	\$ 282,732.63
Changes in net assets	109,934.69	-	130,577.36	112,594.85
Total Net Assets	\$ 392,667.32	\$ 282,732.63	\$ 413,309.99	\$ 395,327.48
TOTAL LIABILITIES & NET ASSETS	\$ 415,366.25	\$ 304,318.67	\$ 434,392.78	\$ 425,312.17

Statement of Cash Flows

	January-21
Cash flows from operating activities	
Change in net assets	\$ 8,056.68
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:	
Depreciation	-
(Increase) decrease in prepaid expenses	-
(Increase) decrease in accounts receivable	
Increase (decrease) in accounts payables	1,112.89
Increase (decrease) in deferred revenue	-
Net cash (used in) provided by operating activities	\$ 9,169.57
Cash flows from investing activities	
Purchases of property and equipment	\$ -
Net cash used in (provided by) investing activities	\$ -
Cash flows from financing activities	
Loan proceeds; Paycheck Protection Program	\$ -
Net cash (used in) provided by financing activities	\$ -
Net change in cash and cash equivalents	\$ 9,169.57
Beginning cash and cash equivalents	\$ 406,196.68
Ending cash and cash equivalents	\$ 415,366.25



Statement of Activities

Changes in net assets

	YTD 10/1/2020 - 1/31/2021	Budget FY20-21	Remaining Budget	Budget Remaining %	Last January 2020	January 1/1/2021 - 1/31/2021	December 12/1/2020 - 12/31/2020	November 11/1/2020 - 11/30/2020	October 10/1/2020 - 10/31/2020
Revenue									
4000 - Membership Dues									
4001 - Membership Dues Agency	\$ 148,270.00	\$ 145,000.00	(3,270.00)	-2.26%	\$ -	\$ -	\$ 3,032.00	\$ 25,018.00	\$ 120,220.00
4002 - Membership Dues Individual	500.00	500.00	0.00	0.00%	-	-	100.00	-	400.00
4003 - Corporate Membership Dues	2,250.00	1,500.00	(750.00)	0.00%	-	-	250.00	500.00	1,500.00
Total 4000 - Membership Dues	\$ 151,020.00	\$ 147,000.00	(4,020.00)	-2.73%	\$ -	\$ -	\$ 3,382.00	\$ 25,518.00	\$ 122,120.00
4500 - Annual Conference Revenues									
4501 - Conference Registration	8,200.00	\$ 65,000.00	56,800.00	87.38%	\$ 14,800.00	\$ 8,200.00	\$ -	\$ -	-
4502 - Conference Sponsors	12,500.00	25,000.00	12,500.00	50.00%	7,000.00	12,500.00	-	-	-
4503 - Conference Exhibitors	525.00	10,000.00	9,475.00	94.75%	2,825.00	525.00	-	-	-
4504 - Other Conference Fundraising	-	0.00	0.00	0.00%	-	-	-	-	-
4505 - Conference Ads	-	500.00	500.00	0.00%	-	-	-	-	-
Total 4500 - Annual Conference Revenues	\$ 21,225.00	\$ 100,500.00	79,275.00	78.88%	\$ 24,625.00	\$ 21,225.00	\$ -	\$ -	\$ -
4601 - Other Conferences Sponsors	9,000.00	\$ 9,000.00	0.00	0.00%	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -
4602 - Other Conference Registrations	9,040.00	10,000.00	960.00	9.60%	-	540.00	1,750.00	5,500.00	1,250.00
4603 - SSCBT Training	-	0.00	0.00	0.00%	-	-	-	-	-
Total 4600 - Other Conference Revenues	\$ 18,040.00	\$ 19,000.00	960.00	9.60%	\$ -	\$ 540.00	\$ 1,750.00	\$ 14,500.00	\$ 1,250.00
4950 - Other Income/Contributions	200.00	\$ 2,000.00	1,800.00	0.00%	-	-	-	-	200.00
Total Revenue	\$ 190,485.00	\$ 268,500.00	\$ 78,015.00	29.06%	\$ 24,625.00	\$ 21,765.00	\$ 5,132.00	\$ 40,018.00	\$ 123,570.00
Expense									
5200 - Executive Staff	\$ 30,939.00	\$ 92,429.38	\$ 61,490.38	66.53%	\$ 7,514.58	\$ 8,395.26	\$ 7,514.58	\$ 7,514.58	\$ 7,514.58
5202 - Health Insurance Stipend	938.40	2,890.50	1,952.10	0.00%	234.60	234.60	234.60	234.60	234.60
5204 - Payroll Processing Fee	377.96	1,025.00	647.04	0.00%	76.98	80.06	137.78	80.06	80.06
5208 - Payroll Tax Expense	2,438.61	7,380.00	4,941.39	0.00%	592.81	660.18	592.80	592.82	592.81
5310 - Contract Staff	4,000.00	13,000.00	9,000.00	69.23%	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
5311 - Part Time Staff	-	5,000.00	5,000.00	0.00%	-	-	-	-	-
5315 - Office Rent	1,505.92	5,118.00	3,612.08	70.58%	724.00	376.48	376.48	-	752.96
5450 - Professional Fees	-	2,100.00	2,100.00	0.00%	-	-	-	-	-
5455 - Consultant	4,450.00	4,500.00	50.00	0.00%	-	-	4,450.00	-	-
6130 - Telephone & Telecommunication	452.25	1,200.00	747.75	62.31%	112.31	110.14	110.04	110.04	122.03
6250 - Dues, Registrations & Fees	826.25	1,500.00	673.75	44.92%	61.25	61.25	220.00	-	545.00
6251 - Consortium Group Membership Fee	-	5,000.00	5,000.00	100.00%	-	-	-	-	-
6300 - Contributions & Strategic Plan	-	20,000.00	20,000.00	100.00%	-	-	-	-	-
6350 - Equipment Purchases	-	1,000.00	1,000.00	100.00%	-	-	-	-	-
6355 - Equipment Maintenance	-	500.00	500.00	100.00%	-	-	-	-	-
6360 - Software/IT	5,591.54	6,500.00	908.46	13.98%	866.31	191.54	-	5,400.00	-
6367 - Commercial Insurance	1,729.59	3,000.00	1,270.41	42.35%	328.25	1,371.00	291.00	-	67.59
6400 - Conference Registrations	-	2,000.00	2,000.00	0.00%	362.00	-	-	-	-
6750 - Travel	-	6,000.00	6,000.00	100.00%	-	-	-	-	-
6800 - Office Supplies	-	1,500.00	1,500.00	100.00%	60.62	-	-	-	-
6815 - Postage & Shipping	7.75	1,000.00	992.25	99.23%	62.35	-	-	7.75	-
6850 - Meeting Expense	-	2,000.00	2,000.00	100.00%	112.10	-	-	-	-
6875 - Other Expenses	-	1,000.00	1,000.00	100.00%	178.83	-	-	-	-
7010 - Conference Expenses	-	-	-	-	-	-	-	-	-
7011 - Conference Hotel/Cater Chages	-	0.00	0.00	0.00%	-	-	-	-	-
7012 - Conference Speaker Fees	-	10,000.00	10,000.00	100.00%	-	-	-	-	-
7013 - Conference Supplies & Décor	-	3,000.00	3,000.00	100.00%	-	-	-	-	-
7014 - Conference Onsite Expenses	-	0.00	0.00	0.00%	-	-	-	-	-
7015 - Conf Design, Printing, Copies	525.00	2,500.00	1,975.00	79.00%	-	-	525.00	-	-
7018 - Conference Professional Fees	18,326.00	40,000.00	21,674.00	0.00%	2,500.00	-	18,326.00	-	-
7019 - Conference Travel	-	0.00	0.00	0.00%	-	-	-	-	-
Total 7010 - Conference Expenses	\$ 18,851.00	\$ 55,500.00	36,649.00	66.03%	\$ 2,500.00	\$ -	\$ 18,851.00	\$ -	\$ -
7050 - Other Conferences & Training Ex	-	-	-	-	-	-	-	-	-
7051 - Conference Speaker Fees	7,000.00	8,000.00	1,000.00	12.50%	\$ -	-	-	\$ 7,000.00	\$ -
7052 - Conference Design, Printing, etc	-	200.00	200.00	100.00%	-	-	-	-	-
7053 - Conference Onsite Expenses	-	3,500.00	3,500.00	0.00%	-	-	-	-	-
7054 - Conference Catering	-	6,200.00	6,200.00	0.00%	-	-	-	-	-
7055 - SSCBT Training Materials	-	0.00	0.00	0.00%	-	-	-	-	-
7056 - Affiliate Group Meeting Expense	-	800.00	800.00	100.00%	-	-	-	-	-
7059 - Conference Processing Fees	-	0.00	0.00	0.00%	-	-	-	-	-
Total 7050 - Other Conference & Training Expenses	\$ 7,000.00	\$ 18,700.00	11,700.00	62.57%	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -
7020 - Misc Conference Sponsorships	1,000.00	5,000.00	4,000.00	80.00%	\$ -	\$ 1,000.00	-	\$ -	\$ -
7061 - Misc Contributions	-	0.00	0.00	0.00%	-	-	-	-	-
8502 - Bank/Moolah Fees	442.04	4,000.00	3,557.96	0.00%	395.67	227.81	53.07	95.64	65.52
Total Expense	\$ 80,550.31	\$ 268,842.88	\$ 188,292.57	70.04%	\$ 15,182.66	\$ 13,708.32	\$ 33,831.35	\$ 22,035.49	\$ 10,975.15
Change in net assets	109,934.69	\$ (342.88)			\$ 9,442.34	\$ 8,056.68	\$ (28,699.35)	\$ 17,982.51	\$ 112,594.85
Net assets at beginning of period	\$ 282,732.63				\$ 282,732.63	\$ 282,732.63	\$ 282,732.63	\$ 282,732.63	\$ 282,732.63
Net assets at end of period	\$ 392,667.32				\$ 290,789.31	\$ 254,033.28	\$ 300,715.14	\$ 395,327.48	



Executive Director's Report

February 2021

The following is a general summary of my activities since the last report:

Administration:

- Oversee the associations' daily operations, such as process payments, deposits, ensure bills are paid on time, and review monthly financial statements.
- Created the associations' monthly newsletters, post to the website, and send to members via email.
- Engaging members on FHSA social media platforms Twitter and Facebook
- Communicating with members via our Top 3 @ 3.
- Posted FHSA 2021-2013 Strategic Plan to website.
- Developing a Strategic Plan Scorecard for the board to track progress.

Annual Conference & Expo:

- Working on the virtual conference has been my biggest priority.
- Securing all speakers for the conference and uploading the pre-recorded sessions and handouts onto the conference platform.
- Prepared all graphics for the virtual conference.
- Preparing and scheduling all conference promotional emails.
- Coordinating exhibitors to ensure they get their conference materials uploaded onto the conference platform.
- Attending training sessions for the virtual conference platform.
- Create a conference video for attendees to learn how to use the platform.
- Process conference and exhibitor registrations.
- Securing exhibitors and sponsorships for the annual conference.

HSSCO:

- Hosted February Directors Group call in collaboration with the HSSCO
- Working with Mimi Jefferson on establishing an MOU between the FHSA and HSSCO.
- Graner input from Directors on HB 419 so that the association can develop a strategy to respond.

NHSA:

- Active participation in monthly Watercooler and State Associations calls with NHSA.
- State Captain for the Winter Leadership Institute.

Networking:

- Attend weekly calls hosted by the Association of the Early Learning Coalitions.
- Active in the One Goal Summer Conference planning committee monthly meetings.
- Member of the Children's Week planning committee as well as attending bi-weekly conference calls.
- Attending monthly Early Learning Consortium Group meetings. Top of the radar is House Bill 419 Early Learning Grade Success.
- Served as a panelist for the Avenues of Advocacy webinar hosted as part of Children's Week activities on February 8.

February 5, 2020

Florida Governor Ron DeSantis
The Capitol
400 S. Monroe Street
Tallahassee, Florida 32399

Commissioner Richard Corcoran
Florida Department of Education
Turlington Building, Suite 1514
325 West Gaines Street
Tallahassee, Florida 32399

Dear Honorable Governor DeSantis and Honorable Commissioner Corcoran:

Throughout the pandemic, Florida's early childhood care and education providers have remained steady in their effort to provide quality programs for our youngest learners. They have transformed their programs to integrate the most updated health provisions in order to keep children safe, all while operating on an extremely fragile budget due to low enrollment. As providers remained operational, they helped stabilize the larger workforce of Florida's economy, including other essential personnel such as our critical first responders.

Due to this, the importance of having early care and education programs open to assist with economic recovery and meet the academic and wellness needs of over 300,000 children they serve cannot be stressed enough. As Florida receives our designated allocation of Covid-19 vaccines, we respectfully request that the early educators and staff within these programs be considered for the next priority to receive the vaccine. Allowing them access to this vaccine will be a determining factor for the sustainability of the child care industry that is fortifying the foundation of Florida's economy.

Thank you both for your leadership during these unprecedented times.

Sincerely,

The Association of Early Learning Coalitions
Florida Association of Child Care Management
Florida Association for the Education of Young Children
Florida Head Start Association
Florida Family Child Care Home Association
United Way of Florida
The Children's Forum



FHSA Executive Committee Meeting Minutes

January 7, 2021

10:00 a.m. – 12:00 p.m.

Board Member	Title	Present	Absent
KyMBERly Cook	President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sonya Hill	Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janet Ranaldi	Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Grace Romo	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rebecca Henderson	Past President	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wanda Minick	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mrs. KyMBERly Cook, Chair, called the first FHSA Executive Committee meeting of the New Year to order at 10:04 a.m. and asked Mrs. Wanda Minick to perform roll call. A quorum was met. The Chair asked for a motion to approve the meeting agenda as presented, which was made and approved without objection. The Chair asked members for approval of the meeting minutes from the November 9, 2020 meeting, which was made and passed without objection.

Reports:

Mrs. Janet Ranaldi presented the treasurer's report indicating the association's assets at \$434,000 and the \$21,000 in liabilities as the CARES Paycheck Protection Program funds. She acknowledges the association has already achieved the budgeted goal for membership for the year by \$638.00. Mrs. Ranaldi informed the committee about a few notable adjustments made to the 2020-2021 budget in light of the virtual conference. The adjustments were under GL 7010- Conference Expenses:

Zeroed out GL 7011; zeroed out GL 7014; removed GL 7017 as this is duplicative with GL 8502. Zeroed out GL 7019 Conference Travel since it's a virtual event. Adjusted total annual conference expenses from \$92,500 to \$55,550 kept revenue the same. Taking our budget from (27,643) to (343.00). A motion to approve the amended budget was made and approved by the committee without objection.

Unfinished Business:

Members of the Executive Committee discussed the email exchanged between FHSA Executive Director and RIVHSA Executive Director, Myra Ingram, regarding the \$82,920 RIVHSA received for the Child Advocacy Fund. In the RIVSHA December board member packet, it was noted that RIVHSA retains 50% of the funds and the other 50% allocated to the NHSA Dollar per Child Fund, which equates to \$42,960. After a review of the email, the committee concluded a discussion is warranted with the entire board. Ms. Sonya

Hill made a motion for FHSA to pay 50% of the RIVHSA invoice, however, to send the funds directly to the NHSA Dollar per Child campaign, adding that more conversation is necessary with RIVSHA on how the money is utilized. Motion seconded by Ms. Mary Grace Romo.

Mrs. Cook asked Mrs. Minick to reach out again to Ms. Ingram regarding her response, explaining it does not allow an explanation to educate FHSA members on what the split is going towards. It was also recommended to reach out to Florida's RIVHSA representatives to clarify the Child Advocacy Fund.

Mrs. Cook informed the committee about Mr. John Ricco's presence at the January board meeting to complete the Strategic Plan. The first part of the meeting is dedicated to this activity, and board members are expected to complete goals 4, 5, 6. Afterward, the board will approve the plan.

Mrs. Cook provided an update on the board elections that are currently in progress. Members have until January 12, 2021, to cast their votes. She asked Mrs. Minick to provide the committee with the status on voter turnout, and if it's weak, then the committee will assist with making phone calls on Monday, January 11, 2021, to members to remind them to vote.

Mrs. Cook also stated the FHSA Executive Directors' evaluation is due by January 8. This committee's goal is to have a recommendation to the board at the January 14, 2020 board meeting.

Executive Director's Report

Mrs. Minick presented the Executive Director report highlighting her activities, including various administrative and committee work tasks. She updated the committee on the recent bill Congress passed regarding Head Start programs \$250M and a few NHSA initiatives.

Mrs. Minick provided a brief update on membership renewals. Mrs. Cook suggested that board members could reach out to Mr. Bob Bialas regarding non-renewals for Eckerd and Dr. Riestra-Quintero about non-renewal for United Way of Miami.

New Business:

Children's Week is April 5-9, 2021. Things will be a little different this year due to covid. Mrs. Minick will provide a side-by-side view of sponsorship compared to last year and opportunities for the board to consider.

Other Business:

Mrs. Minick informed the Ounce of Prevention committee, from which the association rents office space, stated she could not go back into the office until she gets a PCR COVID test with a negative result. Her insurance does not cover the expense since she is not exhibiting symptoms. The Executive Committee agreed FHSA would pick up the costs.

Adjournment

Meeting adjourned at 11:57 a.m.



2021 Annual Conference Updates as of February 25

CORPORATE PARTNERS/SPONSORS

Platinum Level \$ 7,500

Florida Head Start Collaboration Office
 \$12,500.00

Gold Level \$5,500

None

Silver Level \$5,000

None

Bronze Level \$1,500

Lakeshore Learning Materials
 Learning Genie

\$15,500.00 anticipated revenue ↓ **62% of goal**

EXHIBITORS: 7 Booths out of 20 available

1Place Childcare
 Child's Play
 Cloud9World Corp
 Innovative Healthcare Solutions
 Kaplan Early Learning Company
 Learning Genie Inc.
 South Florida PBS

\$3,025 in anticipated revenue ↓ **30% to goal**

CONFERENCE REGISTRATIONS: 105 registrations as of February 26, 2021

\$37,375 in anticipated revenue ↓ **58% to goal**