



Building Bright Futures State Advisory Council (BBF SAC)
Meeting Minutes
July 27, 2015 12:00-4:00
600 Blair Park
Williston, VT 05495

Present: Tim Volk, Eddie Gale, Ben Allen, Maleka Clarke, Betsy Rathbun-Gunn, Breena Holmes, Mary Burns, David Young, Kim Coe, Kim Keiser, Julie Cadwallader-Staub

By phone: Reeva Murphy, Chad Simmons, Ellen Taetzsch, Robin Stromgren,

Absent: David Zuckerman, Kevin Mullin, Rebecca Holcombe, Bill Frank, Pat Moulton, Charlie Biss, Stacy Weinberger, Kristin Mason, Stephanie Winters

Community Partners/Guests: Sharon Behar, Matt Levin, Sue Ryan, Lee Lauber, Carolyn Wesley, Bethany Hale

Staff: Julie Coffey, Katie Mobbs, Thom Firlik, Karen Conner, Deb McLaughlin, Becky Raymond, Dana Anderson, Cynthia Greene

Call to Order and Welcome

Mary Burns called the meeting to order at 12:02pm and welcomed all in attendance. Mary also extended a special welcome to new members: Kristin Mason, Stephanie Winters, Julie Cadwallader-Staub and Kim Keiser.

Consent Agenda

The Board passed the minutes from April 27, 2015; Tim Volk made a motion to accept with a second by Eddie Gale.

2015 June Retreat recap and work ahead

- a. Review and approve Roles & Responsibilities
- b. Complete Annual Priority Setting exercise

In looking over the Roles & Responsibilities work sheet the Council had this feedback for Julie:

- Roles grid is clear, however, not very detailed
- Ensure vs assure wording; be careful when using these two words
- Theme missing; continuous improvement= Annual reviews for each staff member and ED should be included
- Add more information under "Community"
- Annual assessment/evaluation and always include dialog around "Data"

Please see these handouts for more detailed information:

Roles & Responsibilities

http://buildingbrightfutures.org/wp-content/uploads/2015/08/20150727_BBF_Council_Roles_Respons.pdf

Strategic Themes

http://buildingbrightfutures.org/wp-content/uploads/2015/08/20150727_SAC_strategic_themes.pdf

Organizational Work plan

Updated by KC 8/19/15 10:33:46 AM

http://buildingbrightfutures.org/wp-content/uploads/2015/08/20150727_BBF_FINAL_Integrated_Organizational_Work_Plan_4_20_15.pdf

Sharon Behar and Julie Coffey asked the Council to do an exercise to detail what they all thought are the most important things for this Council to work on this year.

- Increasing visibility; we are all BBF ambassadors
- Structure & Sustainability
- Effective conduit between local and state entities
- Remain trusted, credible source
- Impact policy
- Streamline plan
- Ability to make decisions
- Selling investment in childcare

Review of FY16 & FY17 Annual State Council Schedule

Please see: The FY16 & FY17 schedule here:

<http://cdn.buildingbrightfutures.org/wp-content/uploads/2015/07/untitled.pdf>

Every agenda we send out from here will have this calendar attached.

Action Plan Coordination by Cynthia Greene

- a. Cynthia reviewed in detail the Action Plan progress and how we came to process of depiction.

Please see the Action Plan handout here for more detailed information:

<http://buildingbrightfutures.org/the-early-childhood-action-plan/goals/>

- b. Change management process

Cynthia reviews the Action Plan management process and who takes on what role. After rich discussion the Council all agree to stick with process #1 for making changes and to re-visit #2 and #3 in six months.

Honeycomb invitation

<http://buildingbrightfutures.org/wp-content/uploads/2015/08/Honeycomb-Invitation.pdf>

Hive illustration

<http://buildingbrightfutures.org/wp-content/uploads/2015/08/BBF-Hive1.jpg>

AP 6 goals org chart

http://buildingbrightfutures.org/wp-content/uploads/2015/08/AP_6goals_Org-Charts_Comp.pdf

AP change mgmt. log

http://buildingbrightfutures.org/wp-content/uploads/2015/08/AP_change_mgmt_log.pdf

AP change mgmt. request form

http://buildingbrightfutures.org/wp-content/uploads/2015/08/AP_change_request_form.pdf

AP change mgmt. flow chart

<http://buildingbrightfutures.org/wp-content/uploads/2015/08/AP-Change-Management-Flow-Chart.pdf>

AP change mgmt. protocol

<http://buildingbrightfutures.org/wp-content/uploads/2015/08/AP-Change-Management-Protocol.pdf>

Updated by KC 8/19/15 10:33:46 AM

c. Action Plan Goal #3, Strategy 5 presentation & analysis

We did not get to this item, people will receive updated materials prior to discussion at the September 28th Council Meeting.

Proposed FY16 budget by Thom Firlik

Thom Firlik, Finance Manger reviewed with the eleven council members present the proposed FY16 budget. Several questions came up from members after a rich discussion:

- Would like the contract information laid out more clearly, who & what make up the \$1.5 million in outside contracts
- Would like to see a better plan as to how we anticipate the Race To The Top Early Learning Challenge grant carrying us though until the end of the grant

Eddie moved to approve with a second from Betsy Rathbun-Gunn. Julie Cadwallader-Staub and Breena Holmes chose to abstain, with that Ben Allen made a motion to withdraw the motion to approve. Thom will send out email correspondence to address the issues and concerns raised to the entire council.

Please see the FY16 proposed budget handout here for more detailed information:

<http://cdn.buildingbrightfutures.org/wp-content/uploads/2015/07/BBF-Budget-FY16-Final-7-20.pdf>

Next Meeting- Monday September 28th 12-4pm

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Williston, VT**