Executive Committee Meeting

August 25, 2014 2:30 pm

CAPSLO Child Care Resource Connection Board Room

805A Fiero Lane, San Luis Obispo, CA 93401

**MINUTES**

**Members Present:**

Maddy Quaglino

Mika Buchanan

Nancy Norton

Sheri Wilson

**Absent:**

Andrew White

Sandy Woods

**Staff:** Raechelle Bowlay-Sutton

Meeting called to order at 2:36 pm with welcome and introductions – Chair, Maddy Quaglino

**CONSENT AGENDA**

Motion to approve consent agenda including adoption of the agenda and May 27, 2014 minutes made by Mika Buchanan, seconded by Sheri Wilson and passed unanimously.

**PUBLIC COMMENT and COUNCIL MEMBER ANNOUNCEMENTS**

**Maddy Quaglino**

* Arroyo Grande United Methodist Children’s Center will be hosting its 7th annual Family Fun Day on Saturday, October 11th. There are 4 vendor spaces left. Coordinator will email Melinda Sokolowski to see if Health Navigators would like to participate in the event again this year.

**BUDGET REVIEW FY 2013-2014**

Report on Council – Operating (Dept. 490), AB212 - Stipends (Dept. 491) and Children’s Day in the Plaza (Dept. 495) budgets presented by CAPSLO Fiscal Liaison, Andrew White. 2013-2014 Budget Reports included in meeting materials. For next year, back out taxes of CAPSLO employees who receive stipends prior to submission to finance for payment. Coordinator will follow up with Sandy Woods to estimate the cost of payroll taxes for CAPSLO stipend recipients. Coordinator requested a collapsed version of the budget for September 3rd Council meeting to present for Council approval.

**ANNUAL BUDGET FY 2014-2015**

Annual Budget for Fiscal Year 2014-2015 presented by CAPSLO Fiscal Liaison, Andrew White. Motion to approve budget made by Mika Buchanan, seconded by Nancy Norton. Motion passed unanimously.

**COORDINATOR REPORT AND 2014-2015 PLAN**  
Coordinator presented draft coordinator plan with designation of time and 2014-2015 plan. Under Projects - Race to the Top, change “serve as coach for 5 pilot sites” to “serve as facilitator for 5 pilot sites.” Addition of Santa Barbara County QRIS meeting on August 28th under upcoming events, trainings and meetings.

* Coordinator also proposed application to AmeriCorps Volunteer Infrastructure Project with the financial support from Santa Barbara County. This person would help support the development of a local QRIS Consortia and support with Children’s Day in the Plaza.
* Coordinator outlined partnership with Arts Obispo to include passport to the Arts with Children’s Day in the Plaza. Arts Obispo would be able to coordinator entertainment on 3 stages, graphic design and promotions, and registration for Passport to the Arts section of the event.   
  Coordinator outlined partnership with Cal Poly Recreation, Parts and Tourism Department to create sponsorship and vendor packets, as well as support solicitation of sponsors and vendors.
* Coordinator proposed application to Program for Infant Toddler Care (PITC) Institute to be approved by Council. Under the support of Race to the Top, Coordinator would be able to apply to the Institute at a reduced cost of $300 for registration and lodging.

**RACE TO THE TOP – EARLY LEARNING CHALLENGE**

Coordinator is working with First 5 Santa Barbara County to outline the specifics of the contract. A doodle will be sent out to schedule the first local Consortia meeting for September.

**2014 – 2015 COUNCIL CALENDAR**

Coordinator presented 2014-2015 Council meeting schedule with 9 scheduled Council meetings. December 3rd Council meeting will be a social like the Open House event in previous year. Ad hoc Committee meetings can possibly be held after Council meetings. Motion to approve 2014-2015 Meeting Schedule make by Mika Buchanan, seconded by Nancy Norton. Motion passed unanimously.

**COUNCIL MEETING AGENDA**

Council meeting agenda proposed by Coordinator. Sheri Wilson suggested a block of time rather than each item having a schedule time. Addition of PITC Institute as action item under Coordinator Report and Annual Plan. Motion to approve September 3, 2014 Council meeting agenda made by Mika Buchanan, seconded by Nancy Norton. Motion passed unanimously.

**ADJOURNMENT**

Meeting adjourned at 4:05 p.m.