UMSI Board Meeting

September 17, 2023

# [UMSI Board Meeting September, 2023](https://docs.google.com/document/d/1aX0RjmnRcU9VrIsF_QAxbXbTlpdjCEDjMDmQ37ebIXI/edit#heading=h.52kcx2tab82z)

[UMSI Strategic Plan Final Draft 2023](https://docs.google.com/document/d/1OxROQE1AjPjLszg8keaiY9m-iSEZl6Jy8pcZUwi656w/edit)

# Board Members Present: Jessica Davis, Kathy Lause, Vyju Kadambi, Ines Oldenburg, Katie Gerdts, Tiffany Fennig, Laurie Stockton-Moreno, Laura Hayden, Laticia Bleck

Greg Brubaker absent

Opening

Start: 7:02 pm 8:15 pm

* Jess reads the UMSI Mission Statement.
	+ **Mission Statement:** With integrity, United Montessori Schools of Indiana fosters a community that supports, unifies, and advocates for the advancement of Montessori education.
* Welcome to new board members Laura and Laticia!
	+ Jess would like to invite them to a Q&A Zoom and overview of the strategic plan and recent work–would any other board members like to join?
	+ Welcome to our new members. Jess will send out a Zoom invite for Q+A with the new board members
* Consent of minutes approved

Treasurer’s Report

* Kathy will send Quickbooks reports with minutes.

# General Items

* Conference action plan
	+ Schedule/speakers finalized
	+ Items still in the works with Trine?
	+ Hotels and travel all worked out? [The Wyndham in Angola](https://www.wyndhamhotels.com/wingate/angola-indiana/wingate-angola/overview) has special rates for the conference
	+ PD hours approval on hold with AMS waiting for one more speaker bio before they will consider the application complete. The person has been notified multiple times.
	+ Exit survey and thank you letter to attendees submitted to Latoya
	+ Registration page is up and running-Latoya is in the process of updating the membership page so that people who want the discount can easily get a membership We now need to share to get as many participants as possible. Membership page is done
	+ Some registrations have rolled in already.
	+ Volunteers needed day-of? Jamie Hubbard maybe volunteer coordinator but currently no other volunteers besides board members.
	+ Board roles? Speakers? Scripts? Dr. Klein and Lori do the introductions. Laticia and Tiff are helping with door prizes. Jess is speaking about UMSI after the intros… Call to Action

Karrie and Laura will help with setup on Friday. Kathy will be there on Friday as well.

Board members should be there by 7:30 on Saturday to help out as needed.

The board members Jessica Davis, Kathy Lause, Vyju Kadambi, Ines Oldenburg, Katie Gerdts, Tiffany Fennig, Laurie Stockton-Moreno, Laura Hayden, and Laticia Bleck agreed to come to the dinner on Friday with the guest speaker. Pick up of guest speaker will be decided (Larry or Vyju). Lori will send dinner invite to all above.

* + George is handling sponsorships/vendors he is doing a lot of outreach but no new specific info at this point
* Board Liability Insurance update (Greg and Kathy) He has paperwork that needs to be signed, money was approved by board already previously. Liability insurance includes general liability (not conference)
* Online votes since last meeting
	+ Approval to spend up to $1000 getting our website cleaned up. Latoya from Markham Consulting is working on it with an initial estimate of phase one work of $580. We have a live conference page now and Latoya is currently updating the membership page (to adjust price and remove Tshirt option). We may need more funding as we go along. Latoya has been amazing to work with and she has been an amazing asset.
	+ Approval of Laura Hayden and Laticia Bleck as new board members!!!
	+ Other item: Teresa Heaverin has left the board since the last meeting Does anyone have the recovery email and passwords to Google?.This will make Latoya’s work more efficient.

# Committee Updates

* Finance Committee (Kathy) No updates, everything is still being worked on
	+ Progress Check-in on financial strategic plan goals
		- *Projects*
* Create sponsorship/underwriting menu and seek sponsorships
* Spend 6 months building the organization (strategic initiatives 1-3), then **make requests to funders**
* Define goals of the finance committee, roles within the committee, and begin to create a manual
* Committee members: Kathy (Chair), Vyju, Jess, Quinn McAvoy
* Professional Development
	+ Conference (Laurie)
	+ Progress on professional development strategic plan (Vyju)
		- Objectives
			* Increase conference and fundamentals attendance Vyju reports on past attendances for fundamentals and conference. Some numbers are missing as not everything has been documented. However, this year has been a total success and we made $13,000 (including IPS) for Summer Fundamentals (19 Four day participants, 24 two day participants , 7 one day participants)

We will keep track of the details now. This will be important for future grant requests.

* Increase marketing to attendees and sponsors Gorge is taking care of sponsors. Katie is managing social media adds ( currently 4300 people reached with adds for conference and 73 website clicks)

Vyju pointed out that the Indy schools have heavily supported us for Fundamentals and it is important to keep these relationships going.

* + Performance Indicators-more attendees and sponsors (more than $1000 higher income)
* Complete the PD Committee manual, including timelines for completion of event preparations and creation of roles/task teams within the committee
* Research what other states/organizations do for events
	+ Performance Indicators-recommendations included in next strategic planning process (and kept in the manual for posterity)
* Profitable professional development offerings
* Governance (Jess)
	+ New board members: Laura and Laticia!
		- Onboarding needed
	+ **BOARD SLATE**-needs first reading and then is (according to board manual) supposed to be voted on at the conference. Can we talk about what that looks like? Is there going to be a board meeting at the conference?
		- Slate (Board manual dictates 3-12 board members; three year terms and two terms unless additional terms are voted on; president limited to one term; interim positions do not count toward terms):
			* President-Jess Davis-still in term through Jan 2026
			* Vice President-Vyju Kadambi-UP FOR SLATE (Laurie completed interim)
			* Treasurer-Kathy Lause-still in term through Jan 2025
			* Secretary-Ines Oldenburg-UP FOR SLATE (transitioning out of interim)
			* General Member 1-Greg Brubaker-still in term through Jan 2025
			* General Member 2-Vacant
			* General Member 3-Laura Hayden (Interim-completing partial vacated term-already voted in)
			* General Member 4-Tiffany Fennig-still in term through Jan 2025
			* General Member 5-Laurie Stockton-Moreno-UP FOR SLATE (Vyju just completed interim)
			* General Member 6-Vacant
			* General Member 7-Laticia Bleck (Interim-completing partial vacated term-already voted in)
			* General Member 8-Katie Gerdts-still in term through Jan 2026
	+ Census update [2023 UMSI Montessori School Census](https://docs.google.com/spreadsheets/d/1fALvtYWHjmh6-x0Y6p0zJ0hf72FYF_VbGQ9GL13aa8E/edit#gid=539753807) Let’s look over this one more time to make sure we have reached all schools because it currently still looks like only 60% have filled out this survey. Currently 19 schools have replied that they are in Indiana. The last time we asked to fill out this Census, we had 63 schools reply (pre Covid).
		- Jess would like to craft another urgent message to go out via email and social media, asking schools to complete the census. Please give feedback on this stronger language:
		- **If I’m not on the school census, does my school exist?**
			* Your school is so important to the families you serve. The larger educational community has ways to support *you* as well. However, numbers matter. Right now, we can only tell legislators and regulators that there are 19 Montessori schools in the state that should be considered when making decisions. We believe this to be about one-third of the schools in the state! Of course our schools exist to those in our communities, but to be recognized by others in the state we need to be represented! The state Montessori schools census is one of the best ways to do that!

**School leaders, PLEASE FILL OUT THE CENSUS!** Others, please forward it to school leaders to help emphasize its importance. Montessori is small but mighty, but we aren’t THAT small! Add your voice to Montessori education in the state of Indiana by filling out the school census today!

* + - * + <https://www.surveymonkey.com/r/IndianaSchoolCensus>
	+ School outreach update
	+ Progress on governance strategic plan
		- * Outreach to Indiana Montessori schools about advocacy, PD, validation, and membership In progress
			* Increased multi-year grant relationships from a variety of funding sources Third-year goal
			* Annual organization sponsorships After conference we will look into this further.
* Membership (Katie)
	+ Committee Updates
		- [Membership survey results](https://docs.google.com/document/d/1JRKcb4eIhZChD4bueHQSC7qaeFeMGcbLEWHFqjuZEBs/edit?usp=sharing) (25 respondents)
			* Tshirts canceled (only 4 wanted thai option)
			* Membership benefit focus on Connection to other Montessori schools, Professional Development opportunities, and discounts on PD
			* Membership website page updated and working
	+ Progress on Membership strategic plan
		- Objectives
			* More member schools (than 39 in 2018-20)
				+ We currently have one school listed for free membership

We have not reached out to schools about expiring memberships

* + - * More individual members (than 25 in 2018)
				+ We currently have 79 registered individuals for free membership
			* Systems such as a committee manual/calendar or committee roles working on a document that contains membership names, dates, and expiration date
			* Attract new membership to committees and the board emails to invite them
			* Jess: we have to give members discounts to conference next year as we are promising that this is a perk…or discount to Fundamentals
		- *Projects*
			* 2-3 person media team, expand audience
			* Provide more networking opportunities in various regions (examples: Montessori and Martinis, book club, etc.) mingles were very successful and feedback was very positive, more people want to come next time
	+ Validation Committee (Ines)

Tiff: 3 schools in pipeline (Magnolia Montessori, Indiana Montessori Academy, MSD in Angola Jamie Hubbard) Community Montessori was approved for Validation and have their certificate.

Its now just Verification to accreditation step 6 is removed standards still the same

Loophole in our handbook: some schools do not need MACTE certification because they are University based program and they would technically with the current wording in our handbook not qualify for validation. Even though these schools have done a much higher level of certification than MACTE.

MPPI changed the wording to “credential from AMS, AMI or program that has been accredited by MACTE. Vyju also shared that through a conversation with AMS she learned that AMS would consider looking through our handbook and validation program and may take all schools that have been validated through us to the step 6 of AMS Continous Improvement Pathway. We may need to take a closer look at this and review the handbook and adjust our program.

Do we have the capacity to do validation (volunteer intense)? How are we keeping our position with our state? They expect us to come in and verify things in person while AMS is only verifying documents. How we can expand this and meet everyone’s needs? Currently no substantial changes are made to the handbook that would need voting.

Handbook update

* + - * [Validation Handbook Updated Aug 2023.docx](https://docs.google.com/document/d/1cddsWgtblFie-pIr71uj0Q06wshF5T3B/edit)

## Other Business

* Thank you note with Starbucks gift card sent to Latoya 9/10/23.
* Presenters can sign up with the link to the conference for free and then click “invoice me” and no invoice will be sent

**Next BOD meetings: – Dates/Times**

***November 12th 7pm***

***January 21st 7pm***