

UMSI Board Meeting October, 2019

October 20, 2019 7pm

Board Members and Staff Present:

- Mark J. Nardo
- Vyju Kadambi
- Tiffany Fennig
- Carolyn Case
- Nancy Bradtmiller
- Tara Franke
- Jamie Sellhorn
- Kathy Lause

Other Community Members Present:

- Ines Oldenburg
- Quinn McAvoy
- Vicki Syder and Julia Gregg, from IYI Consulting

Mark reads UMSI Mission Statement.

Secretary Position

- Mark moves to accept Jess as Secretary.
- Vyju seconds.
- Motion passes, Jess will serve as secretary and will begin taking minutes tonight.

Treasurer's Report

- A few payments for membership and registration have come in.
- Expenses: facility fee to Butler, Zoom fee, website fee, and first installment to IYI (see amounts and details in treasurer's report)
- Tentative profit from fundamentals was around \$4,124.16
 - Vyju asks if this was comparable to previous years. Carolyn reflects that it was a little bit more last year, but there were not as many membership discounts affecting profits last year.
- Kathy notes that the change in location did not seem to have a significant impact.
- Ines asks about people who signed up and did not show up to fundamentals, and whether they were still charged. Carolyn replies yes, if they did not give prior notice, they were charged.

UMSI Treasurer Report
October 20, 2019 Board
Meeting via ZOOM

Current Chase Checking Account Balance: \$16,146.21
Current PayPal Account Balance: \$11,973.59 Chase
Account and PayPal Total Balance: \$28,119.80 Current
Chase 2nd Account Balance: \$12,244.77

Checking Account

Recent Credits

- Westfield Washington Schools
 - \$324.00 (pending deposit)
- Membership Fees
- Payments for Fall Conference via PayPal and checks

Outstanding Credits

- 2018 Conference Payments--\$475.00

Recent Debits

- G. Sumski, Fundamentals Payment/Reimbursement
 - \$393.96
- Butler University, Facility Fee
 - \$1312.50
- V. Kadambi, Reimburse
 - \$356.10
- T. Mullins, Reimburse, Documentary Fee
 - \$80.00
- Zoom Annual Fee
 - \$99.90
- Children's Habitat/Documentary Viewing Fee
 - \$125.00
- C. Case, Reimbursement
 - \$219.57
- Website Renewal
 - \$204.00

- IYI, First Installment
 - \$786.00

Pending Debits

- None

Other

Business

- Fall Conference

Fundamentals

Training

Description Cost Total

Hotel Fees/Reimbursements \$709.33
 \$150.00 \$108.66 \$212.56 \$150.00
 \$150.00 \$93.96
 \$1574.5
 1

Instructor Fees C. Lowry, \$300.00

N. Thomas, \$600.00
 I. Oldenburg, \$300.00
 A. Waxler, \$300.00
 N. Bradtmiller, \$300.00
 A. Grano, \$300.00
 G. Sumski, \$300.00

\$2400.0
 0

Supplies \$188.17 \$213.16
 \$401.33

Attendee Fees \$8500.00 (approximate)

Total Income \$4124.16

*(may fluctuate based on
 final total of attendee fees)*

2nd Account Information

Recent Credits

- None

Recent Debits

- Monthly Payment to Operations Manager
 - \$2500.00

Other Business

- None

IYI Strategic Plan Discussions

- Vicki and Julia present a slideshow regarding getting work with UMSI underway.
 - Timeline
 - October 20
 - Board Development
 - Survey goes our October 21 (Due October 28)
 - Characteristics of effective Board and Board Members
 - Strategic Plan
 - Prioritizing goals
 - Core Values
 - Mission Statement
 - November 2-3
 - Results of survey and SWOT analysis
 - Characteristics of an effective board
 - Focus on big picture
 - Term limits
 - Meets on appropriate schedule
 - Evaluations
 - Succession planning
 - Strategic plan (tracking)
 - creates/votes on budget

- BOD refers names for future board members
 - Measure outcomes (used to solicit donors)
- Characteristics of an effective board member
 - Communication
 - Motivation and interest
 - Wisdom
 - Good judgement
 - Courage (tough/unpopular decisions)
 - Respect
 - Integrity
 - Collaborative
- Goals sent by board members to IYI (commonalities create priorities)
 - Board membership and succession (11 responses)
 - Advocacy (10 responses)
 - Outreach and recruiting (8 responses)
 - Budgeting and finance (8 responses)
 - Professional development (6 responses)
 - Validation and credentialing (4 responses)
 - Vyju mentions that Validation and credentialing is part of advocacy, and that these categories could be combined.
- Core Values (combined from responses)
 - Improvement
 - Advocating for high quality Montessori
 - Supporting Montessori schools
 - Expanding connections within Montessori community and wider community
 - Innovation
 - High quality professional development for all types of Montessori schools
 - Respect and Integrity
 - Promote respect for and adherence to Montessori
- Mission Statement
 - BOD reported feeling comfortable with the current (recently developed) mission statement
 - IYI agrees that the mission statement is strong
- Vicki mentions she will send out the board survey tomorrow, in a Word document, and that the report will anonymize the results.
- Kathy mentions that she is excited by how the board seems to be “on the same page” with each other.
- Vicki assures the board that they will act as a support system, and that they are very open to feedback.
- Mark summarized that the next steps will be:
 - Mark will email out the powerpoint from IYI to everyone present

- Board survey will come out tomorrow and needs completed by the 28th
- IYI and the board will meet in person for about an hour on November 2 and then from 9-12 on November 3 to continue this work and review survey results.
- IYI members exit meeting 7:40pm.

Operation Manager Report

● Fall Conference

- Facility fee has been paid to Butler.
- Fall conference committee will be meeting this evening after the Board meeting to discuss catering.
- 110 people have registered for the conference so far. The goal is 150.
- Board members express excitement that these are good numbers (historically) for this early in registration.
- Carolyn reports the PayPal is running well and helping with immediate payment.
- Several sponsors have committed to the fall conference at a variety of levels.
- 2 exhibitors have had to back out for personal reasons; Carolyn is still registering exhibitors and would like to get a couple more.
- Carolyn is hoping to do a walk-through with Chandler at Butler this week to arrange final details and assign classrooms to presenters.
- Carolyn has had a wonderful experience with Butler and its staff as a venue so far. If all goes well, it would be a good option to pursue for future years.

● Grant Committee

- It's time to apply for grants to facilitate continuation of the Operations Manager position. Mark will be recruiting committee members for this, and will send out an email. He hopes to get the committee finalized by the end of the month.

● 2020 Event Schedule

- Fall 2020 Conference
 - Carolyn asks if we should stick with the first week in November.
 - Tiffany points out that this year there is a competing event that has hindered registrations, but that that event is only one school district and that the event moves.
 - Other board members mention fall breaks and other events that can also cause conflicts.
 - Mark says the first Saturday in November is November 7.

- Tiffany will reach out and let contacts know about the “first Saturday in November” plan so that hopefully events can be planned around this as much as possible.
 - Unless conflicts arise, the Fall conference is tentatively set for November 7, 2020. The goal will be to maintain a tradition of the “first Saturday in November” for the fall conference.
 - Tara points out we will need to stay aware of where Halloween falls.
 - Summer Fundamentals
 - Mark says this is typically the third full week in July. This will continue.

Other Committee Updates

- Validation
 - Vyju shares information regarding Jess and Vyju’s attendance at the MPPI conference recently.
 - Only a few states have validation programs.
 - This committee has been meeting to edit the Validation handbook more in alignment with shared responsibility, checks and balances, and consistency with MPPI and national efforts.
 - Ines has joined the committee as Verification Team Coordinator, Vyju has stepped down from this role to focus on other advocacy work.
- Advocacy
 - Vyju reports that one school that had gotten a cease and desist letter from the state was cleared because she had ten kindergartners, but more work needs to happen around why there is an arbitrary number of kindergartners attached to the definition of a school right now with IN DOE.

Other Business

- The board discusses that moving the summer fundamentals to a new location didn’t have a huge impact on numbers, but it also did not draw significant quantities of new people from the south, so was it beneficial? The board discusses how far is too far for people to travel within the state, and the benefits of centralization of events.

Questions or Concerns

- Mark reminds the board that it is essential for everyone to complete the survey from IYI and get it turned in on time, because it will drive the strategic planning work.
- Vyju brings up that Jess recently had difficulty finding some of the Montessori credentialing information on the IN DOE website (while using a previous link) and Jess

said she needs to look into it further. Mark mentions the link on the UMSI website page is still working.

Next meeting November 17