



THSA Board Meeting (Retreat)  
Marriott Town Square  
Sugar Land, Texas 77479  
July 17, 2017  
9:00 am - 3:00pm

**Call to Order** - Call to order at 9:24 by Weldon Beard, THSA President.

**Roll Call** - Roll call conducted by Taiwan Reliford, THSA Sectary.

### **Approval of Agenda**

Minutes reviewed by all present. Moved to approve by Venetia Peacock and approved by board. Review and approval of April 28, 2017 Board meeting is needed. Minutes will be provided at July 3, 2017 meeting.

### **Reports:**

**By Laws** - Tiamoiya Lee reported that there are no changes required at this current time. Tiamoiya will meet with Elections committee to finalize electronic election deadlines and voting procedure for Fall elections. More information to be provided via email.

**\$2 Per Child** – Joyce Hayes reported that she has been busy collecting donations and have currently collected \$242. Mrs. Hayes suggested that all Board Members make donation by the end of the day. Mr. Beard thanked Mrs. Hayes and also encouraged all members to donate by the end of the meeting. Mrs. Hayes also reminded members that 50/50 tickets sales start today and go through the entirety of the conference. Drawing will be held during closing ceremony.

**Finance** – Kenneth Gilbert provided the Profit & Loss Budget vs. Actual (January through December 2017) and reported that THSA is making returns on investments a Morgan Stanley. Conference expenses will be reflected on next budget report at the November 3<sup>rd</sup> meeting, budget does reflect current conference income from registration and exhibits/sponsorships. Overall the budget looks good at this point.

**History** – Helen Wright provided the 24 minutes' video that will be showed at the Gala. Board decided to have the video run during while food is being served and during breaks.

**Membership** - Pamela Williams reported that she will provide an agency membership breakdown before the end of today. The list will be included in the Caucus binders. Mrs. Williams reported that efforts need to be made to increase parent and friend membership. Weldon suggested that agencies need to increase their efforts to get parents more involved and increase their parent membership. It was noted that friend's



membership usually consists of Head Start retirees or CEO's of programs. More discussion is needed by the Membership committee to determine target audience and strategies to get more parents and friends involved.

**NHSA** – Report by Mary Rose Cox. Mr. Carson is the new NHSA president. Provided handout from the July 12, 2017 NHSA Board meeting (see attached). Highlights: 2018 Budget and bylaws were approved (copy to be provided to THSA executive committee); Ta Diggs pledged \$25,000 toward the \$2 per child campaign. Upcoming conference date included in the attached packet.

**Region VI** – Weldon Beard reported that at present time. The next board meeting will be held during the Region VI Conference in Little Rock on August 27-30, 2017.

**Website** – Weldon Beard provided the Website Review/Assessment July 2017 price comparison between two website hosting companies, GO DADDY and WIX Host (See attached). THSA is currently using WIX and Reg.online but is exploring other companies with the capability of meeting all needs of the organization. Website committee (Weldon Beard, Dr. Small, Venetia Peacock, Patrick Sanders, Rozetta Norris, Sammie Williams and Lakethia Christopher) will meet via teleconference to make recommendations based on the suggestions and comments provided today. Recommendation(s) will be provided at the November 3<sup>rd</sup> meeting.

**Elections** - Joyce Hayes reported that 2018 open positions are Parliamentary and President. Electronic voting will take place in October by current (2017) board members. Nominations will be sent electronically to Patrick Sanders and Joyce Hayes. The elections committee and/or secretary will send out instructions and deadlines via email. Tally of electronic votes will be provided at the November 3<sup>rd</sup> meeting.

**Scholarships & Awards** - Phoebe Snell reported that the committee agreed to reduce the number of scholarships awarded to 6 this year. Only received one application this year which was for the Goodie Wicks scholarship. Suggested that the reason for such a poor response was because the amount awarded per scholarship was lowered.

**Strategic Planning** - Kenneth Gilbert reported that more progress has been made this year toward goals than in the previous years. See attached report for more details.

**Texas Head Start State Collaboration Office** - Dr. Alferma Giles provided the attached report. Highlights included: The THSSCO Continuation Grant Application for 2017-2018 was submitted and Notice of Award letter expected by Mid-June. New partnerships and MOUs with Department of State Health Services, SmileConnect and Texas Oral Health Program. The updated Needs Assessment Report and Strategic Plan for 2017-2018 will be posted on the THSSCO Website in August.



**President's Report** - Weldon T. Beard reported that there's no report this meeting.

Venetia Peacock moved to accept the reports and was seconded by Alferma Giles and Mr. Black.

### **New Business**

**Scholarships** – THSA scholarships were combined with Region VI this year, for a total of 6 awards/scholarships to be awarded during the Region VI conference in Little Rock Arkansas. Suggestions to increase interest are as following:

1. One presidential scholarship
  - a. THSA will determine the amount awarded
  - b. THSA will reach out to past presidents to see if they would like to donate
2. One scholarship given per caucus (Director, Staff, Parent and Friends)
3. Scholarship details should include timeframe, dollar amounts of each scholarship.
4. For sake of time table to the Scholarship committee (Phoebe Snell, Juan Rodriguez and Roderica Goss) will meet to review concerns/suggestions discussed today. Send recommendations to committee and final recommendations from committee for voting at next meeting.

Tiamoya Lee motioned to close the discussion, seconded by all present.

**Website Host Selection** - Motioned by Venetia Peacock and seconded by Helen to move from GoDaddy to WIXs in November.

### **Upcoming Conferences:**

- Parent and Family Engagement Conference December 4-7, 2017 in Austin, Texas
  - Volunteers (75-100) needed for conference. Free registration for volunteers
  - Special event one night. NHTSA will need financial support from state agencies (estimated cost: \$5,000 – \$6,000)
- Annual Conference 2019 (Austin, San Antonio or New Orleans)
- Parent and Family Engagement Conference 2020 (Albuquerque, San Antonio, or New Orleans)

### **2017/2018 THSA Board Meeting Dates**

- Friday, November 3, 2017 @ 10:00 Frisco, Texas at Embassy Suites by majority vote
- Friday, January 19, 2018 @ 10:00 @ TBA
- Friday, April 6, 2018 @ 9:00 @ TBA and Planning Meeting



### **2017 Conference Updates**

- \$17,000 provided from donations and sponsorships
- Program book has a few errors
- Greeting will be given by elected official and special guest
- Years of Service, veterans and active military recognitions to be given at closing ceremony
- 311 registrants and presenters expected
- Ben E. Keith sponsored all the food for hospitality suite

### **Future Conference Planning**

- Conference Manual Updates – committee members reviewed manual and provided feedback to secretary. Revisions will be made and sent out via email prior to November 3<sup>rd</sup> board meeting.
- Key Timelines – to be determined are: sponsorship levels; Vendor determinations and Theme/Logo

### **2018 Conference (voted to change Conference to Institute)**

- Theme Suggestions and election votes:
  1. *Head Start: Embracing a New Era* (15 votes)
  2. *Head Start: A Part of the American Dream* (8 votes)
  3. *Head Start: Creating Connections & Building Bridges* (8 votes)
- Conference/Committee Chairs Selection
  - Conference chair: nomination of Kenneth Gilbert. Motion to accepted by acclamation by Evelyn Burleson and seconded by Albert. 2018 Institute Chairperson is Kenneth Gilbert.
  - recommendation to have T-Shirt committee be a standalone. Thomas Gonzales volunteered to help with the T-Shirt committee.
  - Recommendation for door prizes and exhibits merge into one committee
  - Recommendation for program committee to follow guidelines established in Conference manual. Executive chair will review
  - Recommendation to keep all existing committee chairs. All approved with not opposition.

### **Adjournment**

Motioned to adjourned at 2:23 by Albert Black and seconded Venetia Peacock.