



Conference Call Minutes January 5, 2004

Board Members Present: Mary Jones, Ron Benham, Andy Gomm, Stephanie Moss, Duncan Munn

Board Members Absent: Monica Rutkowski

Contract Staff: Sharon Walsh, Maureen Greer

Administrative Report

- Newsletter: An outline for the contents of the newsletter will be distributed by email to the Board. The goal is to have the newsletter ready for distribution in late February.
- Membership: A new membership roster was distributed to Board members. Final notices will be sent this month to states that have not renewed their membership. Membership rolls will be closed for 2004 at the end of March.
- Leadership Academy: There have been seven responses to the interest response form. Maureen will pursue the availability of Josef Reum. Stephanie will review the application documentation for distribution. One last opportunity will be provided to member states for the remaining slot.
- Banking: Maureen has identified First Indiana as the institution for the Association banking. Steps for opening the account will be taken with Board approval.

Governmental Relations

- IDEA and Head Start remain to be authorized. The longer that reauthorization is postponed, the greater the likelihood that it will not be
- Appropriations are not complete and a small increase is anticipated. This issue will be a priority for Congress upon return
- Good News document: Sharon and Maureen will meet at the end of the month to outline key points for the document and identify needed information from the states
- CAPTA:
- Legislative Affairs Committee: Committee membership will be established and

Fiscal Issues

- Need to develop policies and procedures related to the organization
- Duncan moved and Ron seconded that the Association accounting year move from a state fiscal year to a calendar year. The motion was approved.
- The Board authorized the purchase of Peachtree software for
- Duncan moved and Stephanie seconded that all signature authority is limited to \$5000. Any checks that exceed \$5000 will require two signatures. The motion was approved
- Ron moved and Andy seconded that three positions have signature authority: President, Secretary/Treasurer and Administrative Contract staff. The motion was approved.

- Ron moved and Stephanie seconded that all financial accounts be moved to Indianapolis. The motion was approved.

Board Vacancy

- Ron has accepted the position of Secretary/Treasurer upon the resignation of Mark Sharp.
- Staff will draft an announcement of the vacancy seeking candidates to fill the vacancy.

Mentorship Procedures

- Stephanie and Andy provided an overview of the procedures that they had developed.
- Information will be sent out no later than the end of January.
- Stephanie will serve as coordinator of the initiative.
- The Board needs to provide feedback to Andy and Stephanie on procedures and forms.

Agenda Items for February Call:

- Connecticut letter in reference to referral of children through CAPTA
- Report on the status of the Certificate of Deposit
- Email address
- Legislative Committee
- Good News Document
- CAPTA technical Assistance paper
- Leadership Academy
- Nominations/election update
- RFPs
- Outcomes Center report