Child Care Planning Council of Sonoma County
Executive Committee Meeting
June 25, 2018; 11:30am – 2:30pm
Mary's Pizza Shack, 3804 Marlow Road, Santa Rosa CA 95403

Minutes Approved on August 20, 2018

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler
Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 11:53am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of April 16, 2018 Executive Committee meeting minutes**		The May 17, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Finance Committee Report	Missy reported on the Finance Committee meeting of Wednesday, June 20. Authorized by the General Council at its May meeting, the Committee finalized end-of-year changes to the 2017-18 budget. The main change was to move the remaining unspent funds in CCPC and AB212 resources ($3,697) to Office Supplies and Printing (50/50 split). The goal was to spend out as much money as we can. Next year's needs assessment will cost money.	Susy is meeting with the Needs Assessment consultant on Friday. She will research what the cost was when we completed our last all-cities Needs Assessment.
6. CCPC Member Survey results	The group reviewed the results of the annual survey of members and discussed the comments. Topics included: How to create a better sense of community? Using small groups. Modeling respectful conflict. Hot Topics that can	As Membership Chair, Terry will look into ways of assisting new members to understand and participate in discussions and

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	enlist richer dialog. Using Comment Cards that could be collected at break; topics reviewed and presented after the break. Ask "What would make you feel comfortable?" Enlist perspectives other than Subsidized Title V. Look at diverse perspectives that people feel comfortable talking about. Making the Public Policy report briefer at Council General meetings.	meetings. Susy will request that Lara Magnusdottir submit a brief bulleted written report that can be distributed to Council members. (This information is already available in the weekly eNews.)
7. Ice-breaker	Susy presented a team-building exercise: BINGO, which was a fun way to get to know others in the group.	Susy will send the game to anyone who requests it.
8. 2018-19 Committees and Workgroups	After much discussion, the group decided to cancel the August General Council meeting as too many members have already "notified absent" and there would not be quorum. The group also decided to preassign Hot Topics to the Ad Hoc Work Groups as follows: • October: Education TK/Kindergarten thru Grade 12 • November: Government and Business • December: Higher Education SRJC/SSU • February: CCPC • March: Community Based Organizations (CBOs) • April: Data Committee Each Council General meeting should have 1 minute check-ins from each Work Group. If more time is needed, the Chair of the Work Group should request it before the meeting's agenda goes out. (15 minutes including questions/dialogue.)	Check membership list against the 2018-19 Committee List. The Executive Committee will email CCPC members who are not on a Work Group and ask them to select a group to join. Executive Committee members will enlist Hot Topics from their Ad Hoc group. There will be no Council General meeting in August and no Hot Topic at the September meeting, when Susy will present an overview of accomplishment of 2017-18 and what services for 2018-19 will look like with the contracts that we have.
9. Workgroup Template	The group discussed the Logic Model template and the Committee Action Plan we've used in the past and came up with ideas to modify the Logic Plan, including modifying the language and adding a "Person(s) Responsible" column.	Susy will create a Google doc to share that will have areas for "Suggestions." Renee will provide an example from the work that has already been done by the Government and Business Partnership Work Group.

10. Set next meeting and 2018-19 meeting schedule	The next EC meeting will be on Monday, August 20, 2018, 10:30am – 12noon at SCOE.	
11. Adjourn		The meeting was adjourned by unanimous consent at 2:08pm