

**Spark NH Planning Committee Meeting Summary**  
**October 13, 2011**  
**Two Delta Drive, Concord**

**Attendees:** Pat Cantor, Jackie Cowell, Patty Ewen, Michelle Lewis, Debra Nelson, Ellen Wheatley, Katie Brissette and Laura Milliken.

**\*\*ACTION items are noted in bold text.**

1. Debrief Inaugural Meeting
  - a. Evaluations of the meeting were very positive.
  - b. Some great photos of the event were captured and the welcome and keynote address were videotaped. **Katie and Laura will review the video and decide if the question and answer session needs to be edited. Photos and video will eventually be posted on the website. The PowerPoint presentations will be posted on the Early Learning NH and Dept. of Education websites.**
  - c. The event costs were around \$6500, which were reasonable given that this meeting served a dual purpose; “launch” and public information.
  - d. Helen Stebbins advised us to ensure new Council members feel ownership of all the work the Steering Committee did. It will be important to acknowledge the work at the first business meeting and get everyone excited and bought in.
  
2. Nominating the Executive Committee
  - a. At the inaugural meeting Council members had the opportunity to sign up for the Nominating Committee, however no one signed up.
  - b. Debra Nelson and Jackie Cowell volunteered to sit on the Nominating Committee. At least one more person will be recruited for this committee. **Jackie will ask Ruth Littlefield, Monika Zulauf and Erica Argersinger if they are interested.**
  - c. Once established, the Nominating Committee will create a slate of potential officers to be voted on at the November Council meeting.
  
3. Structuring Council Meetings
  - a. Serve as a forum and do other business
    - i. Use website and other places for information sharing
    - ii. Laura will review requests to be put on the agenda and bring her recommendations to the Executive Committee.
    - iii. Starting in November, there will be a “whip-share” section of each Council meeting’s agenda.
    - iv. Green, Yellow and Red Cards will be used to reach consensus.
  - b. Role of staff
    - i. The Chair of the Council will run the meetings.
    - ii. Laura will provide a written director’s report at each meeting. This will include the financial report, a narrative of monthly highlights, upcoming

timelines/deadlines and all scheduled meetings. This report will provide more details than the quarterly Federal report which is quite limited in length.

- iii. Katie Brissette will take minutes at the Executive Committee meetings and monthly Council meetings.

c. Committee report

- i. A Chair and Reporter will be chosen for each Committee. The Reporter is responsible for creating a written report and the Chair or designee will provide a 2-minute verbal report at the monthly Council meetings. A template will be created for notes and will include attendance, major issues covered and next steps. A laptop will be available at meetings for the Reporter to use. A template will also be created for the verbal report, which will include questions for Council, necessary feedback, and funding requests.
- ii. Committee Chairs will run the meetings, Elissa Margolin will facilitate the first committee meetings, and Laura and Katie will attend as staff.
- iii. Outcomes for the first committee meetings include agreeing on the overarching roles/responsibility of the committee, choosing leadership and membership; agreeing on the committee guidelines; and finalizing the committee work plan.
- iv. **Surveys, based on the one Ellen did for her committee, will be sent out to all committee members.**

4. October Council Meeting

a. **Packets will go out one week before the monthly meeting.**

b. Draft Agenda

- i. Coffee/tea and bagels will be available from 8:30 – 9:00am before each Council meeting to encourage networking among members.
- ii. Getting to know you/ice breakers (20 min) – As a group, Council members will briefly describe how their work fits with the mission of Spark NH.
- iii. Nominating (5 min)
- iv. Consensus Materials – 2 handouts (15 min)
  - 1. Include Helene Stebbins' slide on consensus/living with your decision
- v. Committee/Task Force reports (20 min)
- vi. Director/Treasurer Report (to include budget/financials) (10 min)
- vii. Asst. AG Mike Brown on Right to Know with memo (30 min)
- viii. Patty Ewen, Dept. of Education briefing (5 min)
- ix. Public Comment & Announcements (15 min)

c. The Seven Norms of Collaboration & Managing Complex Change materials will be discussed at the December meeting.

d. Anyone who wants to connect with Laura after the meeting to evaluate how they felt the meeting was run can do so.

5. Presentation by 36 Creative/Website Design Committee
  - a. Trent and Chris reviewed the layout for the homepage and navigation of the website. They have used “award-winning” functionality, which is easy to use, interactive, smooth, and long-lasting.
  - b. Beta-testing will show if changes to functionality are necessary.
  - c. The purple bar at the top of the homepage was too large. Increasing the size of the tiles will solve this issue.
  - d. **Laura will send Chris a “homepage approved” message alerting them of our approval.**
  - e. Diane Hastings and Kate Stanley signed up for the Website Design Committee.
  - f. Next steps include distributing the web map and creating secondary pages of the site.
  - g. The new Council, with input from their constituents, will be responsible for coming up with a tagline.
  - h. The committee approved Laura to order letterhead and envelopes from Speedy Printing.
  
6. Commissioner Barry will be presenting for about an hour at the November Council meeting. She is planning to inform the group about the Dept. of Education’s current data, changes planned for 2013, and how the ECE system links to K-12. For the last 5 minutes of the October Council meeting, Patty Ewen will do a quick preview of Comm. Barry’s presentation.
  
7. Peter Antal has already invoiced for more than \$3000 of the \$5000 budgeted for Evaluation. He will also be assisting the Needs Assessment and Data Committees and so this line item will be watched and possibly shifted as the work plans move forward. **Laura will ask Patrick if an RFP process needs to happen when \$25,000 is paid to one contactor over the life of a grant, rather than in one year.**
  
8. Budget
  - a. Inaugural meeting costs were the bulk of this month’s expenses.
  - b. Peter Antal’s costs will be in next month’s report.
  - c. Laura will ask Carmel to look into the stop payment charge that is listed in September.
  - d. We have learned that parents can’t be paid to attend meetings unless all Council members are. It may be possible to reimburse all Council members for mileage, child care, etc. **The Family Engagement task force will tackle this issue.**

The next Planning Committee meeting is scheduled for Wednesday, November 2 from 9 – 11:30AM at Two Delta Drive in Concord.