



**Board of Directors Meeting
October 31, 2017
MINUTES**

In attendance: Oscar Arevalo, Nancy Zinser (joined at 4:20), Ana Karina Mascarenas, Nancy Sawyer, Deborah Foote

- The meeting was called to order by Chairman Arevalas at 4:04 PM. A quorum was established.
- The Agenda was unanimously adopted as presented. (Mascarenas/Sawyer)
- The September 2017 Minutes were unanimously adopted as presented. (Sawyer/Mascarenhas)
- The September Financials were reviewed. The following questions will be posed to FPHAF:
 - Missing general fund spreadsheet
 - Conference:
 - Where is the HRSA funding noted?
 - Do the speaker/hotel rooms include those of the Leadership Council? Should it not be a separate expense item?
 - Where are the Head Start Scholarships noted and the related funding?
- Unfinished Business
 - The Confidentiality Policy was reviewed, amended and adopted unanimously. (Sawyer/Arevalo). Deborah will distribute and collect the policies as required.
 - There has been no update from the IRS regarding the application for 501(c)(3) status. Deborah noted that a recent posting by the IRS indicates that applications are being processed within 6 months; which would be approximately December 2017.
 - Chairman Arevalo sent an email to Dr. Johnson in response to his email. He indicated he had received a response but had yet to read and would share with the other Directors.
 - There is no update on the insurance quote.
- New Business
 - Deborah presented her Managing Director Report
 - The Directors discussed the schedule and possible topics for the 2018 Conference and recommend:
 - Board of Directors meeting- Thurs PM
 - Conference on Friday with Membership Meeting over lunch
 - Discussion on how to engage FDA and approach was agreed to
- The Directors agreed to combine the November and December meetings- and it will occur after the Policy Committee which is still TBD. Deborah will send a Doodle Poll to the Directors once clarified.
- The meeting adjourned at 5:20 PM.