



MEETING AGENDA
April 11, 2018
2:00-4:00 pm

**PNWU Campus, Hyatt Conference Room,
 3200 Inspiration Drive, Yakima, WA**

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/5574784755>

Or iPhone one-tap: US: +16699006833,,5574784755# or +16465588656,,5574784755#

Or Telephone: US: +1 669 900 6833 or +1 646 558 8656 Meeting ID: 557 478 4755

Timeframe	Elements	Objective(s)	Who
2:00-2:10	Build Community	<ul style="list-style-type: none"> Connect, network, introduce or re-introduce! 	<ul style="list-style-type: none"> All!
2:10-2:20	Welcome and Learn	<ul style="list-style-type: none"> Welcome from PNWU 	<ul style="list-style-type: none"> Anita Quintana, Office of Scholarly Activity, PNWU
2:20-3:20	Strategic Planning	<ul style="list-style-type: none"> Action Team Worksheet 	<ul style="list-style-type: none"> all
3:20-3:50	Action Team Reports	<ul style="list-style-type: none"> Action Teams 	<ul style="list-style-type: none"> all
3:50-3:55	ELAC updates	<ul style="list-style-type: none"> April 3rd ELAC Meeting update 	<ul style="list-style-type: none"> Peter Finch, WVSD Lindsay Boswell, YVCF
3:55-4:00	Good of the Order	<ul style="list-style-type: none"> Information updates and announcements 	<ul style="list-style-type: none"> All

Future Meetings:

Executive Committee: April 18, 2018, 2:00-3:00pm

Location: YVCF Offices/Zoom

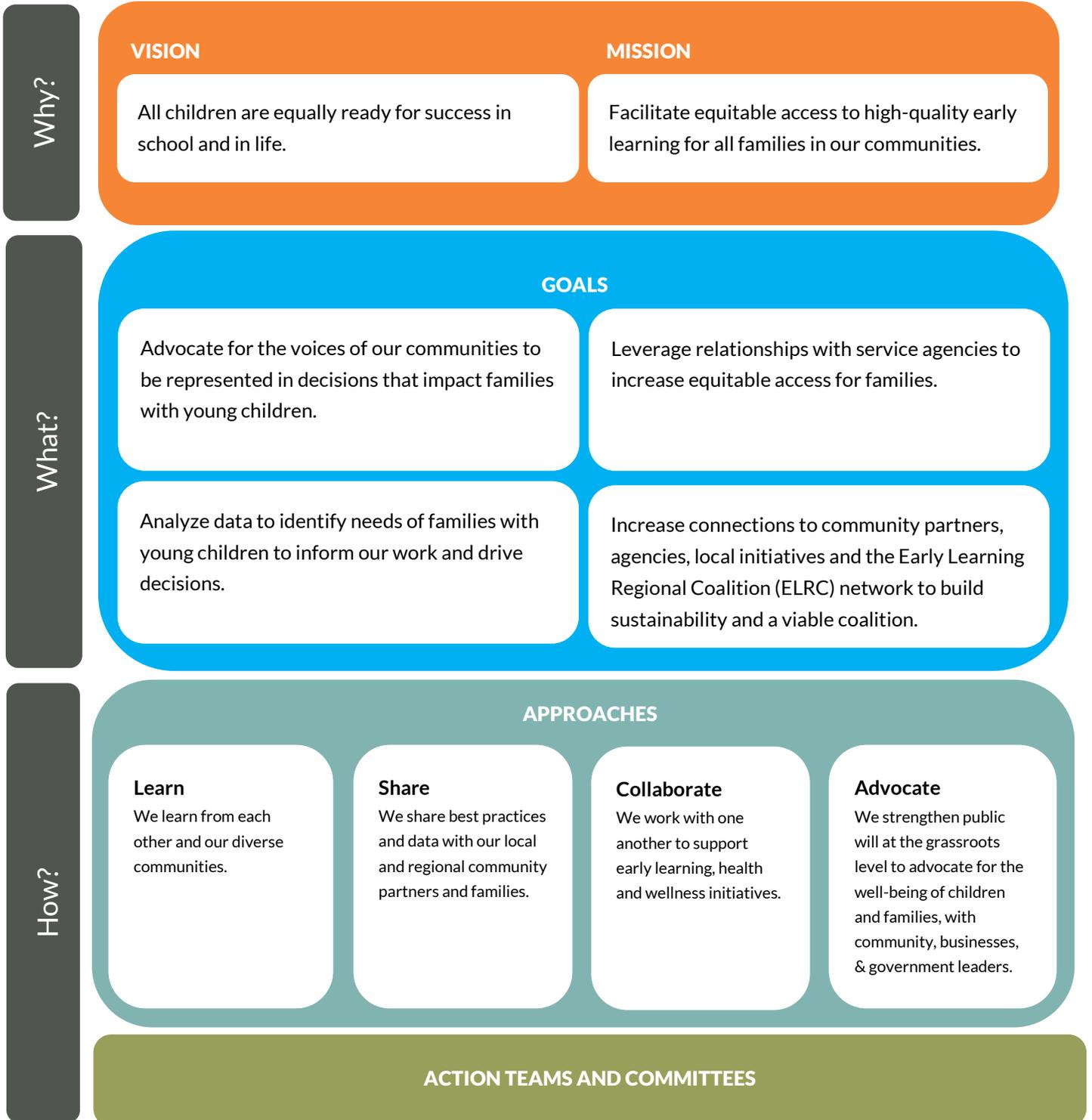
May Coalition Meeting: May 9, 2018, 2:00 p.m. – 4:00 p.m.

Heritage University, Toppenish WA

Early Learning Advisory Council – 6/5

Location: Central WA (either Yakima or TriCities)

Investing in Children Strategic Framework





Action team Structure and Expectations

Investing in Children Coalition

Introduction

As part of Investing in Children Coalition's strategic planning process, its members and friends have made it clear that they want to explore different ways to restructure the action teams to clarify the role and expectations of the teams. This includes exploring the following four points.

1. Clarify what the expectations are.
2. Explore the structure of the action teams that are doing well (i.e. home visiting).
3. Find a place for those who may not fit in any action teams.
4. Explore a task force and committee structure within the action teams.

Through a series of additional conversations facilitated by The Giving Practice with the Executive Committee and current action team leads, all four points were explored in great length and are communicated in this document. In these conversations, it was decided that a clear starting point for the Coalition was to outline a structure and the expectations of the teams since it has never been documented in the history of the Coalition. The goal of this document is to provide a foundation of the structure and expectations of the teams with the understanding that it will continue to be explored and evolve as the Coalition grows.

Action Team and Committees

The following action teams and committees currently exist within the Coalition and are defined as follows.

Executive Committee: Sets the Coalition's priorities; oversee support staff; and review and oversee the budget, action plans and agenda.

Nominating Committee: Identify Executive Committee candidates and committee members, help to ensure adequate and diverse representation in all committees, evaluate nominating process annually and manage voting process.

Advocacy and Awareness: Bring advocacy and awareness efforts and opportunities to coalition members and our communities. Connect with local, regional and federal policy makers. Work to strengthen public will at the grassroots level to advocate – for the well-being of children and families.

P12 Coordination (*Recommended name change from Kindergarten Readiness to P12 Coordination*): Facilitates coordination between programs for prenatal through preschool aged children and K-12 by collaborating on professional development opportunities, sharing best practices and creating advocates for early learning within the K12 system.

Home Visiting: Collaborates and increase coordination of home visiting and early intervention services across programs, beginning prenatally.

Health and Wellness: Connects families to health resources by educating our communities on social, emotional and physical health, including developmental screenings.

Family Engagement: Support and enhance children's learning and development by engaging and equipping the families as the first and most important teachers and their first advocates. Connect families to early learning opportunities that support child development, school readiness, and family wellness.

Professional Development and Workforce Development: Collaborate to build an adequate and well-prepared early learning workforce by providing professional development and pre-service opportunities.

Action Team vs Task Force

Action teams are subgroups of the coalition that consists of members who work together to strengthen relationships within the Coalition and work toward long-term goals that are outlined in the Coalition's strategic narrative. Action teams are expected to exist continuously unless the Coalition decides it should sunset (explained further below).

The Coalition will also create a taskforce when needed to respond to time-sensitive or urgent matters. Taskforces will be a one-time group, made of volunteers from the Coalition, that work together to solve the problem at hand. The duration of a taskforce will be determined on a case-by-case basis.

Action Team Membership

All members, voting members and friends, of the Coalition are invited to join an action team. To join an action team, members and friends are to inform the Executive Committee which team they want to participate in.

New members of the coalition will meet with a volunteer coalition member to discuss the action teams in detail and assist with identifying the ideal placement.

In addition to voting members and friends, the Coalition often has learning members. These may be individuals who have expressed interest in the Coalition but are not official voting members yet or may be additional representatives from participating organizations of the Coalition. Membership to action teams is optional for these individuals.

Action team Structure

1. The action teams are open to all members (voting and learning members and friends). The nominating committee and action team leader will be tasked to ensure there is a balance of size and equal representation across the teams.
2. Each action team will have an action team leader and its members will collectively decide who will take on this role. Coalition members can volunteer or be nominated for this role. The action team must notify the Executive Committee when a leader has been identified.
3. The action team leaders are responsible for ensuring the following tasks are executed. The leaders may choose to manage these responsibilities independently or delegate these tasks to volunteers within the action team.
 - a. Convening, initiating and facilitating meetings or activities within the action team.
 - b. Documenting the action plan and sharing updates with the Coalition when requested by the Coalition's leadership.
 - c. Assisting with recruiting and retaining action team members and identifying a team member to help orient new members.
 - d. Ensuring there is participation from action team members and the team is working towards the Coalition's strategic framework.
 - e. Acting as a conduit between the action team and Executive Committee.
 - f. Implementing reporting protocols, both internal requirements and to external funders.
4. Each action team member is responsible for the following:
 - a. Volunteering to assist the team leader with their tasks, particularly orienting new action team members.
 - b. Attending and participating in action team meetings.
 - c. Contribute to creating, maintaining and executing the team's action plan.
 - d. Communicating honestly with their team members, specifically about their time availability and capacity.
 - e. Responding to all action team communication.

5. In the event that there is a collective lack of interest in joining a particular action team, the Executive Committee will assess the status of the action team. This includes recruiting leadership and members or let the team sunset until a demand resurfaces.

Action Team Membership Duration

1. Each action team leader has the option to step down from their position if desired. In this event, the action team must collectively decide who can fill this role or actively recruit a new leader. Action team leaders and members are expected to assist with orienting the new leader for up to 3 months. The orienting process will include reviewing this document with the new action team leader and addressing any questions the new leader has.
2. Every action team member will have the opportunity to transition into a different action team.

Action Team Expectations

1. All action teams should meet at a minimum **once a quarter** OR **at the monthly coalition meetings on a bi-monthly basis. (This will be voted on in a future coalition meeting).**
2. Action teams are expected to work towards the goals outlined in the coalition's strategic narrative. The action teams are required to adopt at least one of the four goals to work towards within their team.
3. The work for an action team should fall into one of the four approaches outlined in the strategic narrative: learn, share, collaborate or advocate.
4. Action teams will be given a template and asked to fill out as a work plan for the next 1-2 years. Action teams are NOT required to fill out each box, but to fill the boxes that they feel confident they can work towards. If an action team feels like they cannot fill any of the boxes, the action team leader will talk to the Executive Committee. After this discussion, if the action team still feels like they cannot work towards these goals and approaches, the Executive Committee will assess the next steps.

Action Team Accountability

1. Action teams are responsible for creating a yearly work plan that will include:
 - a. At least one strategy or activity that aligns with at least one goal and approach outlined in the strategic narrative.
 - b. Strategies and activities that advance the mission of the coalition with a focus on advancing racial equity.
 - c. Status updates including summary of activities and next steps.
 - d. Identify all resources needed to make the action plan a reality.
 - e. When possible, data sources used to measure the work, data needed in order to measure the work, or connections to data that support the need for the work.

2. At least three times a year, action teams will report out to the rest of the Coalition. Reporting to other groups means:
 - a. Attending meetings in person to provide an update. This will be a scheduled agenda item and action teams will be notified in advance.
 - b. Providing any handouts or materials ahead of time.
 - c. Participating in the annual October planning meeting for the following year.
 - d. Providing an annual written update to be included in an annual report.
 - e. Providing updates when activities intersect with other action teams.
3. If action teams do not fulfill their work plan, the following steps will happen:
 - a. A discussion between the coalition coordinator and action team lead and/or members to determine if there needs to be a change of action team membership or if activities in a current action team are not relevant at the moment.
 - b. If a change of action team membership needs to happen, a plan will be created to identify a new potential action team lead or members.
 - c. Reaffirm active status of each action team at the October planning meeting the coalition.

Action Team Celebrations

1. All work of the action teams will be attributed to both Investing in Children Coalition and the organizations represented by the organizations represented.

General Onboarding

TBD



Action Plan Template

Investing in Children Coalition

Resources Needed	Goals	Learn	Share	Collaborate	Advocate
	Advocate for the voices of our communities to be represented in decisions that impact families with young children.				
	Leverage relationships with service agencies to increase equitable access for families.				
	Analyze data to identify needs of families with young children to inform our work and drive decisions.				
	Increase connections to community partners, agencies, local initiatives and the Early Learning Regional Coalition (ELRC) network to build sustainability and a viable coalition.				

Action Team Worksheet

Action Team Name: _____

Resources Needed	Goals	Learn	Share	Collaborate	Advocate
	Advocate for the voices of our communities to be represented in decisions that impact families with young children.				

Resources Needed	Goals	Learn	Share	Collaborate	Advocate
	Leverage relationships with service agencies to increase equitable access for families.				

Resources Needed	Goals	Learn	Share	Collaborate	Advocate
	<p>Analyze data to identify needs of families with young children to inform our work and drive decisions.</p>				

Resources Needed	Goals	Learn	Share	Collaborate	Advocate
	<p>Increase connections to community partners, agencies, local initiatives and the Early Learning Regional Coalition (ELRC) network to build sustainability and a viable coalition.</p>				