**Torrington Early Childhood Collaborative/TECC Steering Committee Minutes**

Meeting Held Thursday, February 25, 2016

Called to Order at 6:10p.m. by Cheryl Petersen, Co-Chair

In Attendance: Donna Labbe/TECC & Torrington Public Schools, Elaine Hanscom/TECC, Mary Cecchinato/Torrington Child Care Center, Cindy Guerreri/William Casper Graustein Memorial Fund, Michelle Anderson/EDUCATION CONNECTION, Cheryl Klockzo/University of Hartford, Cheryl Petersen/Parentii Initiative, Anne Giordano/EDUCATION CONNECTION

Items Discussed:

**Minutes**- Minutes from our last meeting were approved as printed.

**Sustainability Self-Assessment-** Results from a consolidated, financing oriented self-assessment were analyzed. Areas identified as needing action were targeted communications of data and impact statements to key stakeholders and community champions, and advocating for the outreach coordinator/grant writer position with the town during the upcoming budget discussions, including producing a new report to share with town leaders. Discussed who can be an aid to TECC in these efforts and suggestions included researching availability of a public policy intern or legislative aid to perform a fiscal scan as well as those able to tell the story of TECC’s successes.

**Budget**-Current detailed expenditures were reviewed. Discussed the need to have the budget align with our strategies and to move budget discussions to a higher priority topic on our steering meeting agendas.

Meeting adjourned at 8:10p.m.

Next Steering Team meeting to prioritize actions and to discuss staffing needs and what the criteria is for the right fit with another existing local 501 (c)3 organization is scheduled for March 24th at 5:30pm.

Respectfully submitted by Elaine Hanscom, TECC Secretary