

## **Torrington Early Childhood Collaborative Steering Committee Minutes**

Meeting Held Friday, September 11, 2015

Called to Order at 12:15p.m. by Mary Cecchinato, Co-Chair

In Attendance: Donna Labbe/TECC, Elaine Hanscom/TECC, Mary Cecchinato/Co-Chair, Cindy Guerreri/William Casper Graustein Memorial Fund, Cheryl Klockzo/University of Hartford, Paula Gajewski/Community Family Learning Center, Donna Farr/Sustainability Work Group Chair, Cheryl Petersen/Co-Chair

Agenda Items:

Minutes from our June meeting were approved as printed. No meetings were held in the summer months.

### Work Review

Group work since the retreat in February was reflected upon and minutes from February, March, April and June 2015 meetings were reviewed to determine outstanding to do items. Action items include developing a better visual to explain governing structure, further detailing roles and responsibilities, creating a template for an annual action plan from our high level strategies, and reviewing the community plan and priority survey results to determine next steps.

### Budget Update

Current budget expenditures were handed out and reviewed. TECC received full funding for the 2015-2016 fiscal year. The Discovery initiative funded by the Memorial Fund is coming to an end this fiscal year, and the Memorial Fund is moving to a new mission around race and equity. There are still unanswered questions about how much money will be allowed to carry over into the next fiscal year. The Memorial Fund has graciously offered to fund up to 2 representatives from TECC to attend a conference on equity in October in California.

### Meeting Dates

The group agreed to add another meeting to the calendar. It will be at 1:00p.m. on September 30th. Agenda to include reviewing the TECC community plan and priority survey results to guide the work groups for their October meetings. Items for future agendas include reviewing proposed orientation packet and revisions to TECC by-laws.

Meeting adjourned at 12:00p.m.

Respectfully submitted by Elaine Hanscom, TECC Secretary