

# **Nashville Community Education Commission**

## **Meeting Minutes**

**January 19, 2012**

### **Opening:**

The regular meeting of the NCEC was called to order at 4:14PM on January 18, 2012 in the Howard School Office Building 1<sup>st</sup> Floor by Chair Dixon.

### **Legal Notice:**

Chair Dixon

### **Public comments:**

N/A

### **Present:**

Commissioner Dixon  
Commissioner Hantel  
Commissioner Pickney  
Commissioner Ray

### **Other attendees:**

Executive Director  
Program Coordinator  
AmeriCorps VISTA

## **1. Approval of Minutes**

Approval of minutes tabled to be approved at next meeting. Motion made by Commissioner Dixon. Unanimous. Motion carried.

## **2. Non-Action Items**

### **a. Vision for FY13**

#### **i. Increase awareness among Metropolitan Government of Nashville & Davidson County**

1. Awareness at MNPS
  - a. Information blasts to PTO/A's of MNPS
  - b. Hot links to CEC from the MNPS website
2. Awareness in the West Nashville area
  - a. Steering committee for the neighborhood to connect needs with resources.
  - b. Involve the council person for this area.

#### **ii. Expansion**

1. Cohn site
  - a. The future should include plans for sites other than Cohn.

- b. We can't be sure that we can stay at Cohn forever—there are other plans for this building.
  - c. We must make ourselves more community wide and prevent a bias to one area of the community.
- 2. Needs for expansion
  - a. We must figure out ways to advocate for CEC and get more money.
  - b. Grant dollars—community development grants.
  - c. Local business sponsorships.
- 3. Current concerns for expansion
  - a. We must be sure that we are currently heading in the direction the indicates to council that expansion is necessary.
  - b. Expectations from City Council—where does City council see this organization going? What do they expect from us this year? Next year? In 10 years?
  - c. We must find out from Council what our goals should be and what they expect of us. To do this we must make sure that council knows who we are and hears about us. We must report to council with good details.
- 4. Next steps
  - a. Research community needs and potential partnerships.
  - b. Develop a plan for expansion based on data.
  - c. Increase network and awareness of CEC.

### **iii. Commissioner Development**

- 1. We need to have more build potential commissioner pool to recommend to council.
- 2. We should find out whether or not we are still required to have an Adult Literacy board member.
- 3. We should look for commissioners that can specifically help us with expansion, i.e. commissioners who know about grants, business development, and have city connections.
- 4. Our commission should reflect our direction.

### **iv. Accounting**

- 1. Check writing
  - a. Refunds would be simplified and allow us to take care of this process ourselves.
  - b. Responsibility is heavy—no one is there to check the Executive Director.

- c. We need some kind of verification of the kind of trouble it is causing us to do refunds and how often we must do it. Quantify the staff and financial resources that the lack of such an institution is wasting. Create procedures for a potential account and card.
- 2. Time sheets
  - a. Executive director and program coordinator should begin keeping time sheets to be signed by the Chair and the Executive director.

**v. Need-based classes**

- 1. A goal of CEC should be the provision of courses for those in the community that need them most.
- 2. Determining need
  - a. Select marketing
  - b. Coupon based on free/reduced lunch application
  - c. Coupon based on WIC application

**b. Boards and Commission Training Session**

**c. FY13 Budget Update**

- i. Review of the three changes made to FY13 budget
  - 1. Transfer of funds to allow for fulltime position.
  - 2. 2% reduction mandate from the city.
  - 3. \$900 from FY12 pay adjustment unavailable for FY13.

**Adjournment:**

Meeting was adjourned at 6:10PM by Chair Dixon. The next general meeting will be at 4:00OPM on March 1<sup>st</sup> in the Howard School Office Building 1<sup>st</sup> Floor.