

EC-REACH

Early Childhood Research Alliance

★ OF CHICAGO ★

Planning Committee Meeting #5

Date & Time	May 12, 2022 9:00-11:00 AM
Invitees	Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Craig Maki, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Reshma Shah, Jennifer Vidis Isabel Farrar, Maia Connors Start Early Kate Tarrant Consultant Lauren Coppedge, Bianca Castro MacLaren, Danita Summers CoSpero Consulting

Time	Agenda Item	Notes & Next Steps
9:00 - 9:10 AM	Welcome & Review	
9:10 - 9:20 AM	Governing Bodies + Pillars	
9:20 - 9:30 AM	Staffing + Budget	
9:30 - 9:40 AM	Home Institution Rubric	
9:40 - 10:00 AM	Letter of Inquiry Responses	
10:00 - 10:20 AM	Research Agenda	
10:20 - 10:40 AM	Fundraising Strategy	
10:40 - 10:50 AM	Implementation Plan	
10:50 - 11:00 AM	Wrapping Up	<ul style="list-style-type: none">- Preview Next Meeting- Last Planning Committee Meeting - May 26th

Meeting Attendees

Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Terri Sabol, Reshma Shah, Jennifer Vidis, Cerathel Burgess-Burnett, Edgar Ramirez,

Isabel Farrar || Start Early

Kate Tarrant || Consultant

Lauren Coppedge, Danita Summers || CoSpero Consulting

Not in Attendance:

Craig Maki, Diane Schanzenbach,

Meeting Minutes

Welcome & Review

Governing Bodies + Pillars

- Took time during this meeting for each committee member to complete the EC-REACH Outreach Directory, with the goal of each member adding 2-3 organizations to the directory: [EC-REACH Outreach Directory](#)
- External engagement practices and Governance Models vote to approve recommendations as presented, motion was passed
 - o Edit before vote: added 'differently abled/neuro-diverse to considerations
 - o Approve 'Yay': Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Terri Sabol, Reshma Shah, Jennifer Vidis, Cerathel Burgess-Burnett, Edgar Ramirez
 - o Reject 'Nay': N/A

Staffing + Budget

- 'Salaries' includes fringe and benefits
- Home institution will drive how the amounts are budgeted along with staff/external engagement committee
- Is \$2.5M a solid figure to target fundraising around?
 - o Should ED/staff be fundraising in year 2-3
 - o Add year 2 and 3 internal fundraising goals to support future years (grants + fundraising), plus home institution contributions
- Fundraising goal of \$2.5M over 3-years, vote to approve recommendations as presented, motion was passed
 - o Approve 'Yay': Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Terri Sabol, Reshma Shah, Jennifer Vidis, Cerathel Burgess-Burnett, Edgar Ramirez
 - o Reject 'Nay': N/A

Home Institution Rubric

- Committee members that are in the submitting institution will not complete the rubric review
 - o Should these committee members in these institutions recuse themselves completely from the review process?
 - o Should these committee members be a part of writing the response to the LOI?
- Consider:
 - o For rubric, would want some definition/detail for each scoring category to ensure consistency across reviewers.
 - o Conflict of interest disclosure for each institution
 - o Option to recuse
 - o We could also score them all and look at the data with and without folks at these institutions to check for any bias
 - o One last thought -- I can't imagine any scenario where the short-form LOI will lead to a unanimous decision on the home institution. I think we have to plan for a process with 2-3 finalists.
- Add to rubric: 5 point LICK – ERT scale, Definitions, Conflict of Interest, members option to recuse, will review data sets with all and look at the data with and without folks at these institutions to check for any bias
- Committee agreed that committee members are allowed to participate in writing an LOI for their home institution

Letter of Inquiry Responses

- Action item: Send list of LOI outreach, committee members to initiate follow-up
- LOI due date: May 18th

Research Agenda

- Commitment to equity lens is in the values that drive the agenda
- How to share research findings is in external engagement practices
 - o Methods: webinars, handouts for families, media, briefings with stakeholders
- Create visual for the cycle for the research process and where stakeholders are engaged
- What do funders need to know (pitch deck)?
 - o Workforce topics
 - o Understand the process, its need and field driven, process in mind for reaching out for questions that can help kids in need
 - o Audit for other institutions, what they are doing/researching
 - o Listening session for staff, community partners = community focused
- Research topics were brainstormed and added to the presentation for the purpose of sharing topics with potential funders, these are not final research topics rather examples to share as outreach begins

Fundraising Strategy

- Table fundraising strategy for further discussion and work with the fundraising committee

- Pitch Deck
 - o Edited presentation with committee member suggestions
 - o Run a pitch deck by a funder for feedback – will be drafted by next meeting

Implementation Plan

- Over viewed working groups

Looking Ahead

Parking Lot:

Note the questions that aren't related to the specific meeting at hand – redirect for future meeting OR other working body

Staffing/external engagement committee

- *This point connects to staffing for me- could we have dedicated staff for the design and dissemination piece, especially in later years?*
- *Share findings – in external engagement practices – webinars, handouts for families, media, briefings with stakeholders*

Fundraising committee

- o *Run a pitch deck by a funder for feedback*