



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Nominations & By-Laws Committee

### Meeting Agenda

February 7, 2017

3:00 pm

**Purpose:** This committee will approve and ensure adherence to the Coalition's Bylaws and the responsibilities for recruiting members, nominating officers, and development of Board policies as they relate to Board membership and upholding the Coalition's required membership composition.

**Goals:**

- Ensure ELCSWFL Bylaws are current, reflect all legal requirements, and reviewed annually for Board approval.
- Confirm that the ELCSWFL Board Policies are reviewed and approved annually by Board of Directors.
- Provide oversight that the ELCSWFL Board membership and composition requirements are met.
- Oversee ELCSW Board plan for the recruitment of potential candidates for Board and Committee membership is reviewed annually.

**Committee Members:** **Dr. Denis Wright**, *Chairperson Provost and Vice President Academic Affairs, Florida Southwestern State College*; **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*; **Jennifer Lange**, *Director, Little People's School, Naples*; **Stephanie Busin**, *Designee, Glades County Board of County Commissioners*

**Staff Members:** **Susan Block**, *Chief Executive Officer*; **Kim Usa**, *Chief Operating Officer*

Agenda Items	Facilitator/Presenter
<b>Welcome and Introductions</b>	Dr. Denis Wright
<b>Approval of Meeting Minutes for</b> <ul style="list-style-type: none"> <li>• October 25, 2016</li> </ul>	Dr. Denis Wright
<b>ELC Update</b>	Susan Block
<b>By-laws Revision</b> <ul style="list-style-type: none"> <li>• Addition of 3.1.3.1 Membership</li> <li>• Consideration of Health, Safety, Developmental Services Committee</li> </ul>	Susan Block
<b>Review of Board Vacancies and Recruitment Efforts:</b> <ul style="list-style-type: none"> <li>• Additional Vacancy: Collier Business Seat</li> </ul>	Susan Block
<b>New Member Orientation</b> <ul style="list-style-type: none"> <li>• Overview of Current Process and Orientation Notebook</li> </ul>	Susan Block

<b>Board Development</b> <ul style="list-style-type: none"> <li>• Review of Self-Assessment and Discussion of Relevant Board Training</li> <li>• Sunshine Law Training, March Board meeting</li> </ul>	Committee
<b>Adjournment</b>	Committee
<b>Next Meeting: April 4, 2017</b>	

*All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.  
 A call-in option is available – please let Susan Block if you plan to call in. Call in # 712-432-1500, Access Code 826749#  
 Meeting materials are available on the ELC SharePoint*