



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Nominations & By-Laws Committee

Meeting Minutes

Tuesday, October 25, 2016

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 Present: **Dr. Denis Wright**, Chairperson *Provost and Vice President Academic Affairs, Florida Southwestern State College*; **Jennifer Lange**, Director, *Little People's School, Naples (via phone)*; **Stephanie Busin**, Designee, *Glades County Board of County Commissioners (via phone)*

Committee Members Absent: **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*; **Andrew Wozniak**, Esq., *Salvatori, Wood, Buckel, Carmichael & Lottes*;

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

Agenda Items	Discussion	Action/Assignments
Opening of Meeting Welcome and Introductions	Dr. Wright opened the meeting at 1:00 pm.	<ul style="list-style-type: none"> • Quorum achieved.
Approval of Minutes <ul style="list-style-type: none"> • August 23, 2016 	Motion to approve minutes of August 23, 2016.	<ul style="list-style-type: none"> • Ms. Busin made a motion to approve meeting minutes. Second by Ms. Lange. The motion carried unanimously.
ELC Update	<ul style="list-style-type: none"> • No membership changes since the August 23 meeting, per Ms. Block 	
Review of Board Vacancies and Recruitment Effort	<ul style="list-style-type: none"> • Ms. Block reported that there continues to be a need for business sector members from Lee, Collier, Hendry and Glades counties plus the gubernatorial appointment. • Dr. Wright raised a question - if members have to work in county or live in the county? 	<ul style="list-style-type: none"> • Ms. Block will ask OEL about whether a business member needs to live or work in the county being represented.

Evaluation Results: 9/9/16 Joint Board Meeting, Discussion	<ul style="list-style-type: none"> • Committee members discussed the value of the joint meeting. Discussion also about potentially holding meeting in other locations such as Labelle. Potentially using technology to facilitate meetings. • The goal for the next joint meeting would be to have the ELCs of Southwest Florida, Sarasota and Heartland participate. 	
Self-Assessment	<ul style="list-style-type: none"> • Board Development and Self-Assessment go together. Most boards do some type of self-assessment. • Discussion of hard copy or electronic survey and when to circulate the survey. Recommendation to capture data prior to 1/1/17. • Dr. Wright raises topic of new member Orientation for board members. Ms. Block brings binder to all new board members. Ms. Lange stated that she loved the visit and thought it was a very personal touch. This topic will be included in a future meeting. • Ms. Block did a presentation at the Champions for Learning Retreat and would like to re-energize “retreat” idea with the board. 	<ul style="list-style-type: none"> • Ms. Block will obtain assessments from other coalitions and Dr. Wright will obtain an assessment from the Board of Trustees to prepare a draft self-assessment to share at the upcoming Executive Committee meeting.
By-Laws <ul style="list-style-type: none"> • Requirement for Annual Meeting 	<ul style="list-style-type: none"> • Election of Officers 	<ul style="list-style-type: none"> • Ms. Block to affirm willingness of some officers to continue to serve. • Ms. Block will put together a slate of officers for December Meeting.
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 1:38 p.m. by Dr. Wright. 	
Next meeting	<ul style="list-style-type: none"> • December 6, 2016 	

*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*