



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
Nominations & By-Laws Committee
Meeting Minutes
Tuesday, May 23, 2017

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*;

Committee Members Absent: **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*; **Stephanie Busin**, *Designee, Glades County Board of County Commissioners*; **Jennifer Lange**, *Director, Little People’s School, Naples*.

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

Agenda Items	Discussion	Action/Assignments
Opening of Meeting Welcome and Introductions	<ul style="list-style-type: none"> • Dr. Wright opened the meeting at 3:11 pm. 	<ul style="list-style-type: none"> • No quorum was established
Approval of Meeting Minutes for April 4, 2017		<ul style="list-style-type: none"> • Tabled for next committee meeting
ELC Update	<ul style="list-style-type: none"> • Susan Block reported that the budget has been presented to the Governor but had not been signed yet. 	
By-laws Revision No changes at this time	<ul style="list-style-type: none"> • No update needed 	
Review of Board Vacancies and Recruitment Efforts: <ul style="list-style-type: none"> • Discussion: Vacant Business Seats 	<ul style="list-style-type: none"> • 4 business seats and 1 gubernatorial appointment needed to fill all board vacancies. • Susan Block has inquired recently with the Governor’s Appointments Office as well as the Office of Early 	<ul style="list-style-type: none"> • Members are encouraged to submit potential member names to Susan Block.

<ul style="list-style-type: none"> Discussion: Member Recruitment Plan 	<p>Learning about the status of appointments. To date, there have been no responses.</p> <ul style="list-style-type: none"> Possible members were discussed and efforts to recruit them. 	
<p>Board Development</p> <ul style="list-style-type: none"> October 13th, Regional ELC meeting 	<ul style="list-style-type: none"> A discussion about the exit of Chair Gerry Poppe was held. 	<ul style="list-style-type: none"> Ms. Block will request donations from Board members to complete the planned project in honor of Mr. Poppe.
<p>Adjournment</p>	<ul style="list-style-type: none"> The meeting ended at 3:50 pm 	
<p>Next Meeting:</p>	<ul style="list-style-type: none"> To Be Announced 	

*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*