



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Nominations & By-Laws Committee

Meeting Minutes

August 22, 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*; **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*

Committee Members Absent:; **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 |
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| 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 and May 23, 2017 | | <ul style="list-style-type: none"> • Tabled for next committee meeting |
| ELC Update | <ul style="list-style-type: none"> • Susan Block reported that she had been in touch with the Governor's Appointments Office and hopes to hear back about the status of applications. | |
| Review of Board Vacancies and Recruitment Efforts: | <ul style="list-style-type: none"> • 4 business seats and 1 gubernatorial appointment needed to fill all board vacancies. • As of December 31st, terms end for Ashley Houk, Jennifer Lange, Stephanie Busin, and Beth McBride (replacement for Maureen Ungarean). | |
| <ul style="list-style-type: none"> • Discussion: Vacant Business Seats | | |

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| <ul style="list-style-type: none"> Discussion: Member Recruitment Plan | <ul style="list-style-type: none"> Outreach for the child care member seats has begun; letters requesting designations have been sent for January 1, 2018. Possible members, Kim Ross and Michelle King were discussed. These applications will be presented at the upcoming Executive Committee meeting. Ms. Block received clarification from the Florida Office of Early Learning that Private Sector member do not have to be proportionate by county as long as all counties are represented. Discussion about how to achieve a quorum to conduct committee business was held. New members on this committee may help to improve attendance. | |
| <p>Board Development</p> <ul style="list-style-type: none"> October 13th, Regional ELC meeting | <ul style="list-style-type: none"> A scheduling conflict will prevent Dr. Wright from attending the meeting however, he confirmed the FSW meeting space and support. He expects good representation from the ELC of Florida Heartlands members. | |
| <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"> October 24, 2017 | |

*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 # 515-603-4913, Access Code 826749#
Meeting materials are available on the ELC SharePoint*