



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
January 10, 2017
10:00 – 11:15 AM

Purpose: The Executive Committee is composed of board officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members : **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair-Human Resources (HR) Committee**, *Early Steps Program Director*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Stephanie Vick, Chair-Health, Safety, and Developmental Services Committee**, *Health Department Administrator, Collier County*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on Sharepoint for Committee Members.*

Agenda Items	Facilitator/Presenter
Welcome and Introductions	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>
1. Executive Committee* A. Approval of Meeting Minutes of November 2, 2016** <u>pgs.</u> B. Annual Performance Assessment: Executive Director	Gerry Poppe
2. Vote to Move the Board Meeting Minutes of November 16, 2016** <u>pgs.</u>	Gerry Poppe
3. Finance Committee* A. Review of Financial Reports** <u>pgs.</u> B. SR Utilization Forecast** <u>pg.</u> C. Audited Financials and 990** <u>pgs.</u> D. Approval: Fiscal Policy** <u>pgs.</u>	Peter Seif, <i>President, Synergy Networks</i>

4. Human Resources (HR) Committee* A. Succession Planning Update** <u>pgs.</u> B. ERG 303: Incentive Pay Policy** <u>pgs.</u> C. ERG 506: Cell Phone Policy** <u>pg.</u>	Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i>
5. Nominations & Bylaws Committee* A. Annual Meeting: January 25, 2017-Slate of Officers, ELC Board, 2017** <u>pg.</u>	Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic & Community, Florida Southwestern State College</i>
6. Review Agenda for the Board Meeting, January 25, 2017** <u>pgs.</u>	Gerry Poppe
Adjournment	
Next Meeting	March 8, 2017

All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.