



**Early Learning Coalition of Southwest Florida
Nominations & Bylaws Committee
Meeting Minutes
Tuesday, May 24, 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 ELCSW Bylaws are current, reflect all legal requirements, and reviewed annually for Board approval.

- Confirm that the ELCSW Board Policies are reviewed and approved annually by the Board of Directors.
- Provide oversight that the ELCSW 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, Charlotte Campus President and V.P. of Economic and Community Development, Florida SouthWestern State College; Trina Puddefoot, Executive Director, Early Steps/Health Planning Council (via phone)*

Committee Members Absent: *Katie Haas, Senior Director, Boston Red Sox Florida Business Operations; Andrew Wozniak, Esq., Salvatori, Wood, Buckel, Carmichael & Lottes; Jennifer Lange, Director, Little People’s School, Naples; John Ahern, Commissioner, Glades County Board of County Commissioners;*

Staff Present: *Susan Block, Chief Executive Officer*

Agenda Items	Discussion	Action/Assignments
Opening of Meeting	<ul style="list-style-type: none"> • Dr. Wright opened the meeting at 3:03 pm. 	No quorum
Approval of Minutes	<ul style="list-style-type: none"> • The November minutes were approved at the February 2nd, 2016 meeting. No need to vote on this. 	Minutes February 2, 2016 April 26, 2016 and May 24, 2016 meetings will be on the August 30, 2016 agenda.
ELC Update	<ul style="list-style-type: none"> • Tom Bamrick has resigned his position as COO. Board members are encouraged to solicit resumes of qualified individuals. 	
Review of Board Vacancies and Recruitment Efforts Discussion Board Membership to fill vacancies <ul style="list-style-type: none"> • Governor Appointee 	<ul style="list-style-type: none"> • Ms. Block stated that the ELC awaits a decision from the Governor’s office about the appointment of a third member. • Ms. Block is still working on private sector membership for Glades and Collier to complete the Board roster. 	Ms. Block will reach out to the Office of Early Learning to discuss the expected membership imbalance.

<ul style="list-style-type: none"> • Hendry: Private Sector • Collier, Private Sector 	<ul style="list-style-type: none"> • Dr. Wright will reach out to Brent Kettler, new Economic Development president, to determine if he might be interested in serving the Board and if not, if he can help us to identify someone to fill the Private Sector seat for Hendry/Glades. • Due to realignment to ensure four year terms, a disproportionate membership representing Hendry/Glades will serve the board without any changes. • There was discussion about reducing the size of the committee to assure that a quorum is met however, the preference is to maintain five members if we can get a quorum with this group. 	
<p>Proposed Calendar 2016-2017</p>	<ul style="list-style-type: none"> • This time works well for Dr. Wright and Dr. Puddefoot. 	<p>Ms. Block will reach out to other members to inquire about their availability to serve on this committee in coming year.</p>
<p>Other discussion</p>	<ul style="list-style-type: none"> • Ms. Block reported that plans for the joint board meeting with Sarasota are moving ahead. Ms. Kahn will share potential September dates and then she and Ms. Block will meet to set the agenda. A possible speaker is from the Florida Chamber of Commerce. 	<p>Ms. Block will confirm the date with Dr. Wright and then share details with the Board of Directors.</p>
<p>Adjournment</p>	<p>The meeting adjourned by acclamation at 3:26 p.m. by Dr. Wright.</p>	
<p>Next meeting</p>	<p>August 30, 2016, 3:00 pm</p>	