



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
December 2, 2015
10:00 – 11:15 AM

Purpose: The Executive Committee is composed of 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-HR/Personnel Committee**, *Early Steps Program Director , Early Steps-Health Planning Council*; **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*; **Jane Lane, Chair-Outreach Committee**, *Lane Mediation and Arbitration Services*; **Jill Turner, Chair-Nominations & Bylaws Committee**, *CEO, Children’s Advocacy Center*.

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

(**) *Materials posted on Sharepoint ELC Board Members site.*

Agenda Items	Facilitator/Presenter	Suggested Time Frames
Welcome and Introductions	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>	
1. Executive Committee* A. Approval of Meeting Minutes of October 14, 2015** <u>pgs.</u> B. Strategic Planning: 1/19/16, 4:00 pm C. The Lastinger Contract** <u>pgs.</u> D. Committee Chair Updates E. Executive Director: Annual Evaluation	Gerry Poppe	
2. Vote to Move the Board Meeting Minutes of October 28, 2015** <u>pgs.</u>	Gerry Poppe	
3. Finance Committee* A. Review of Financial Reports** <u>pgs.</u>	Peter Seif, <i>Board Treasurer, President, Synergy Networks</i>	

<p>B. SR Utilization Forecast <u>pgs.</u> C. Audit Presentation: Moss, Krusick & Associates</p>		
<p>4. Human Resources Committee A. Draft Employee Reference Guide Updates** <u>pgs.</u></p>	<p>Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i></p>	
<p>5. Outreach Committee A. Motion to Disband the Committee</p>	<p>Jane Lane, Esq., <i>Lane Mediation and Arbitration Services</i></p>	
<p>6. Nominations & By-Laws Committee* A. Draft By-Laws Changes** <u>pgs.</u> B. Nominations for Board Membership: 1. Katie Haas** <u>pgs.</u> 2. Douglas Szabo ** <u>pgs</u></p>	<p>Jill Turner, <i>CEO, Children's Advocacy Center</i></p>	
<p>7. Review Agenda for the Board Meeting, December 16, 2015** <u>pgs.</u></p>	<p>Gerry Poppe</p>	
<p>Adjournment</p>		
<p>Next Meeting</p>	<p>February 10, 2016</p>	

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