

EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC. BOARD MEETING MINUTES

Meeting: ELC of Northwest Florida, Inc. Board of Directors Meeting

Day/Date/Time: Wednesday, November 1, 2006 – 11:00 a.m. CST

Location: Apalachicola State Bank – Apalachicola, Florida

Call-in #: 1-888-296-6500, guest code 941658

ATTENDANCE

Coalition Members Present:

Bill Byrd, Lee Anne Case (via phone), Scott Clemons, Olivia Cooley, Arthur Cullen, Sharon Gaskin, Linda Hood (via phone), Elizabeth Kirvin, Jerry Sewell (via phone), Steve Southerland II, Dr. Willie Spires (via phone), David Warriner, Richard Williams (via phone)

Coalition Members Absent:

Shelly Bear, Judy Boyd, Elaine Chadwell, Rick Dye, Todd Gallati, Steve Griffin, Jill Jones, Al McCambry, Mary McKenzie, David Melvin, Jerry Sowell

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Vanessa Hadley, Joe Seabrook (via phone), Ken Whittaker

Guests Present:

Dr. Pam Fleege, Amy Thomas, Sam Sweazy, Denise Butler

I. Call to Order

Steve Southerland II, Chair, called the meeting to order.

II. Roll Call

The Chair requested staff call roll to ensure quorum.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Action Items

1. Adoption of Agenda

The meeting agenda was presented. Scott Clemons made a motion to adopt the agenda and the motion carried.

2. Approval of Minutes

Minutes from the October 4, 2006 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

3. Financial Report

The Executive Director presented the financial report for September 2006 (Attachment 1). Discussion followed. Scott Clemons made a motion to adopt the report and the motion carried.

4. Committee Reports

- Finance Committee

1. Additional Staffing-In an effort to meet the required service delivery of service while creating a system of support for services, the Coalition is requesting that the Finance Director and Data Manager positions be combined and that a Contract Coordinator position be approved for immediate hire. The Coalition is also requesting approval for a Front Desk Support and Data Entry position for the Jackson County Office as well. Scott Clemons made a motion to approve the additional positions to the Coalition's staff and the motion carried.

2. Community Funds-The Coalition has been using funds generated in local communities. Discussion followed about a formation of a community based committee, legality issues, and implementation of parameters in our policy before a vote can be made. The Board decided to table the motion until further discussion and submission of a new fund raising policy to the Board.

V. Information Items

1. Chair's Report-Teddy Bear Campaign

On October 19th, the Chair made a presentation to the Calhoun County Chamber of Commerce for their support in distributing Teddy Bear Bags to children in their county being removed from their home by DCF during meth and other drug raids. The Coalition is in the process of scheduling presentations with each Chambers of Commerce to present a DVD on meth

raids and to inform them about the Teddy Bear Bags. It was suggested that a committee be formed to help in the implementation of this campaign.

2. Executive Director's Report (Attachment 2)

The Executive Director presented a report to the Board on the following items:

- Fall 2007 VPK Update
- Utilization Report for week ending 10/06/06
- Workplan Data
- Community Partnership Data

VI. Other Business

VII. Scheduling of Next Meeting

The next board meeting is scheduled for:

December 13, 2006
11:00 a.m. CST
Bay County

Members will be notified once a meeting location has been determined.

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:10 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:vh