

EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC. EXECUTIVE COMMITTEE MEETING MINUTES

Meeting: ELC of Northwest Florida, Inc. Executive Committee Meeting

Day/Date/Time: Wednesday, March 7, 2007 – 11:00 a.m. CST

Location: Holmes Co. School Board Office – Bonifay, Florida

Call-in #: 1-888-808-6959, conf. code: 7475102

ATTENDANCE

Committee Members Present:

Olivia Cooley, Mary McKenzie, David Melvin, Steve Southerland II, Jerry Sowell (via phone), David Warriner

Committee Members Absent:

Scott Clemons, Elizabeth Kirvin, Richard Williams

Coalition Members Present:

Shelly Bear (via phone), Judy Boyd, Lee Anne Case, Arthur Cullen (via phone), Sharon Gaskin (via phone), Steve Griffin, Linda Hood, Al McCambry, Jerry Sewell (via phone)

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Suzan Gage

Guests Present:

Jordan Belser, Faye Berkely, Cynthia Brooks, Belinda Evans, Pam Fleege, Kim Gillis, Mary Johnson, Sharon Johnson, Sam Sweazy, Jenna Taylor, Amy Thomas, Sherry Warden

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. A quorum of board members was not established, however, a quorum of Executive Committee

members were present. Per Bylaws, the Chair then convened an Executive Committee meeting.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Teddy Bear Bag Recognitions

The Board recognized the Holmes Co. High School Beta Club for their efforts in raising \$500 for Holmes Co. Teddy Bear Bag project.

V. PERI Award Recognitions

The Board recognized the following providers with the 2nd quarter PERI Award:

- Holmes Co. Schools – On Purpose Partner
- Small World – On Purpose Partner

VI. Action Items

1. Adoption of Agenda

The meeting agenda was presented. Olivia Cooley made a motion to adopt the agenda and the motion carried.

2. Approval of Minutes

Minutes from the February 7, 2007 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

3. Financial Report

Jerry Sowell, Treasurer, presented the financial report for January 2007 (Attachment 1). The report included the profit and loss statement and balance sheet. The Treasurer made a motion to approve the report and the motion carried.

4. Membership Appointment

The Chair stated that the Coalition received a letter from the Bay Co. Chamber of Commerce nominating Julian Bennett for appointment to the Board. Arthur Cullen made a motion to approve the nomination of Julian Bennett to the Board and the motion carried.

VI. Information Items

1. Chair's Report

- a) The Chair stated that he and the Executive Director have been making Teddy Bear Bag presentations to churches, civic organizations, and others in the community for support.
- b) A called Executive Committee meeting has been scheduled for March 12, 2007, 8:30 a.m. at the Workforce Center in Panama City to discuss direct service funding.

2. Executive Director's Report (Attachment 2)

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

- 3rd Quarter PERI Awards
- Coalition Fiscal Monitoring Report
- Subcontract Monitoring
- Board Orientation Report
- Asset Distribution Plan Schedule
- Fall VPK 2006-2007 Update
- Utilization
- Semi-Annual Work Plan Data

VII. Scheduling of Next Board Meeting

The next board meeting is scheduled for:

April 4, 2007
11:00 a.m. CST
Chipola Workforce Center One Stop – Marianna, FL

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Executive Committee was adjourned at 12:20 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb