



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Tuesday, September 1, 2020 at 3:00 p.m.  
**LOCATION:** 2671 W Eau Gallie Blvd Melbourne, FL 32935  
**MEMBERS PRESENT:** Alan Bergman, Khaled Jarrah, Caitlin Rice, Teri Barlow  
**ABSENT:**  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams,  
**GUEST/PUBLIC:** Octavio Verdeja (Zoom), Manny Alvarez (Zoom)  
**START TIME:** 3:05 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
<b>Welcome and Call to Order</b>	Alan Bergman	No Action
<b>ACTION ITEMS</b>	<p>August 18, 2020 Exec/Finance minutes</p> <p>September 1, 2020 meeting will replace the need for a September 15, 2020 Exec/Finance meeting</p>	<p>Caitlin Rice makes a motion to approve. Terri Barlow seconded. Unanimous</p> <p>Khaled Jarrah makes a motion to approve. Caitlin Rice seconded. Unanimous</p>
<b>Presentation of 2018-2019 Tax Return 990</b>	Representatives from Verdeja, De Armas & Trujillo, LLP present the 990 Tax Return	No Action
<b>Executive Director/Finance</b>	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> <li>• Finance Transition</li> <li>• Staffing Update</li> <li>• Team/Culture survey</li> <li>• Existing Audit Schedule</li> <li>• Independent/Forensic/Agreed Upon Procedure</li> <li>• Board seat vacancy</li> <li>• Communication chain strategy</li> </ul>	No Action
<b>Adjournment</b>	Meeting was Adjourned at 4:10	Khaled Jarrah motioned for the adjournment of the Executive/Finance Committee meeting. Caitlin Rice seconded the motion. The motion passed Unanimously.

September 1, 2020 ELC/Finance Committee Meeting Minutes Approved at October 20, 2020 ELC/Finance Meeting: