



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
PO BOX 560692  
ROCKLEDGE, FL 32956-0692  
PHONE: (321) 637-1800  
FAX: (321) 637-7244

## Executive/Finance Committee Meeting

March 9, 2020 3:30 PM

2671 Suite 102 W. Eau Gallie Blvd.

Melbourne, FL 32935

Welcome and Call to Order

Review of February 10, 2020 Minutes (to be approved at the 3/17/20 Board Meeting)

Chairman Update

Finance Report

Executive Director Report

New Business

a. Meeting dates and time

Action Item

Public Comment

PROUDLY SUPPORTED BY:



# EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting  
**DATE/TIME:** Monday, February 10, 2020 at 3:30 p.m.  
**LOCATION:** Early Learning Coalition of Brevard, 2671 W. Eau Gallie Blvd. Suite 102 Melbourne, FL 3235  
**MEMBERS** Alan Bergman, Mark Broms, Beth Mills  
**PRESENT:**  
**ABSENT:** Jeffrey Harrison  
**STAFF PRESENT:** Laura Gambino, Jeannie Williams, Greg Thomas  
**GUEST/PUBLIC:**  
**START TIME:** February 10, 2020 at 3:33 p.m.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	Minutes, January 6 , 2020 – a motion was passed at the January 21, 2020 Board of Directors meeting to approve Exec/Finance meeting minutes at the next Board meeting.	Mark Broms motioned to recommends approving the January 6, 2020 minutes. Beth Mills seconded the motion. The motioned passed unanimously.
Finance Report	Budget Revision- Greg Thomas requested \$40,000 be moved from Unallocated funds to Furniture fund. This will zero out the Unallocated line item.	<p>Mark Broms made a motion to move the \$40,000 to Furniture from Unallocated. Beth Mills Seconded the motion. The motioned passed unanimously.</p> <p>Mark Broms makes a motion to accept the Finance Report. Beth Mills seconded the motion. The motion passed unanimously.</p>
Executive Director Report	<p>Laura Gambino reports:</p> <ul style="list-style-type: none"> <li>• Director of HR, Tina Snyder has resigned. Her last day was Friday, February 7, 2020.</li> <li>• Current Job Postings are in place.</li> <li>• An RFP for IT managed services and an RFP for cleaning services are in the process of being created.</li> <li>• There was a question about calling roll at meetings. There is nothing in our by-laws that says we have to call roll. Made calls to other Coalitions and their practice is to NOT call roll and use the sign in sheet.</li> <li>• Melbourne office is 98% operational. February 18, 2020 Board of Directors meeting will be held there with a small ceremony and maybe ready for a community ribbon-cutting ceremony March 24, 2020</li> <li>• Met with State Reps in Tallahassee.</li> <li>• Children’s movement- still working on collaborating Thrive By 5/No Small Matter screening</li> <li>• Organizational action plan</li> <li>• Getting ready for March 11, 2020 Provider meeting and April 18<sup>th</sup> Provider Conference.</li> </ul>	Ongoing

<b>Adjournment</b>	The meeting was adjourned at 4:26 p.m.	<b>Beth Mills motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed Unanimously.</b>

February 10, 2020 ELC/Finance Committee Meeting Minutes Approved at March 17, 2020 Board of Directors Meeting:  
*Respectfully Submitted,* *Approved*

\_\_\_\_\_  
Signature Date  
Executive Coordinator

\_\_\_\_\_  
Signature Date  
Executive Director