

## **Minutes of a Meeting of the Executive Committee of the Early Learning Coalition of Southwest Florida.**

June 12th, 2025

### **Time and Place of Meeting**

A meeting of the Executive Board of Early Learning Coalition of Southwest Florida was held on June 12th, 2025, commencing at approximately 10:00am EDT via Microsoft Teams video conference.

### **The meeting called to order by Laura R. Bright, Vice Chair.**

The following committee members, constituting a quorum, were present in Microsoft Teams teleconference.

- Laura Richardson Bright, Vice Chair
- Brooke Goldstein, Treasurer and Finance Committee Chair
- Tara Sherrod, Events Committee Chair
- Rebecca McKellar, Nomination and Bylaws Committee Chair

Board Members absent:

- Kae Moore, Board Chair



- Dr. Elizabeth McBride, Secretary and Human Resources Committee Chair
- Michele King, Program Committee Chair

Others present: Early Learning Coalition Staff

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer
- Gilda Duran, Chief Program Officer
- Wynetta Upshaw, Chief Administrative Officer
- Monica Gaddy, Administrative Coordinator

### **Presiding Officer; Secretary**

Laura R. Bright presided as Chair of the meeting; Monica Gaddy served as secretary of the meeting and kept the minutes. A quorum of the Executive Committee being present, Laura R. Bright called the meeting to order at approximately 10:00 am EDT.

### **Adoption of the June 12, 2025, meeting agenda**

Larua R. Bright initiated a discussion regarding adoption of the June 12, 2025, meeting agenda. Laura proposed a motion to amend the June 12, 2025, agenda to discuss the DEL Grant Agreement and the Krizner Group procurement request. The remainder of the agenda items were tabled.

**Approval of the 2025-2026 DEL Grant Agreement, which is due to the DEL on June 15, 2025**

Laura R. Bright initiated a discussion regarding approval of the 2025-2026 DEL Grant agreement, which is due to the DEL on June 15, 2025. A full discussion followed. Upon a motion duly made by Rebecca McKellar and seconded by Tara Sherrod, the Executive Committee has unanimously approved the 2025-2026 DEL Grant Agreement, which is due to the DEL on June 15, 2025.

### **Approval of The Krizner Group Procurement Request**

Laura R. Bright initiated a discussion regarding the procurement request for The Krizner Group specifically related to initiating an audit of the Human Resources department. Upon a motion duly made by Rebecca McKellar and seconded by Tara Sherrod, the Executive Committee unanimously approved the procurement request for the Krizner Group and directed the the CEO, Melanie Stefanowicz, to move forward with that work.

### **Special Executive Committee Meeting**

A special Executive Committee meeting was requested prior to the regularly scheduled Board Meeting on June 25, 2025. A full discussion followed. Upon motion duly made by Rebecca McKellar and seconded by Brooke Goldstein, the Executive Committee unanimously agreed to have a special Executive Committee meeting scheduled within the next two weeks.

### **Meeting Adjournment**

Laura R. Bright adjourned the meeting at 10:10 am.

### **Next Meeting**

The next meeting date will be provided by CEO for Special session prior to the June 25, 2025, Board of Directors meeting via Microsoft Teams.