

Minutes of a Meeting of the Executive Committee of the Board of Directors of Early Learning Coalition of Southwest Florida.

June 19, 2025, 2025

Time and Place of Meeting

A meeting of the Executive Committee of the Board of Directors of Early Learning Coalition of Southwest Florida was held on June 19, 2025, commencing at approximately 9:30 a.m. ET via Microsoft Teams.

Call to Order; Roll Call

The following directors, constituting a quorum, were present in person or by via Teams:

- Kae Moore, Board Chair



- Laura Richardson Bright, Vice Chair
- Dr. Elizabeth McBride, Secretary and Chair of the Human Resources Committee
- Michele King, Chair of the Program Committee

Directors absent:

- Brooke Goldstein, Treasurer and Chair of the Finance Committee
- Tara Sherrod, Chair of the Events Committee

Others present:

- Melanie Stefanowicz, Chief Executive Officer

Presiding Officer; Secretary

Kae Moore presided as Chair of the meeting; Dr. Elizabeth McBride served as secretary of the meeting. A quorum of the Board being present, Kae called the meeting to order at approximately 9:30 a.m. ET.

Adoption of the June 19, 2025, meeting agenda

Kae initiated a discussion to modify the agenda for the June 19, 2025, meeting to table the agenda with the exception of the Fort Myers' office lease and the Executive Session. A full discussion followed in support of the agenda modifications. Upon motion duly made by Laura, and seconded by Rebecca, the Committee members unanimously approved the agenda modifications.

Approval of Fort Myers office lease agreement

Kae initiated a discussion regarding approval of the real property lease agreement. A full discussion followed. Upon motion duly made by Rebecca and seconded by Michele, the Board of Directors unanimously approved the lease agreement and provided Melanie with authority to execute the lease on behalf of the Coalition and submit the document to the property management firm.

Executive Session

The Executive Committee members held an Executive Session to calibrate on meeting structure and participants moving forward into the new fiscal year. The committee discussed having Chief-level leadership present at the Finance Committee Meetings and Board Meetings and limiting attendance at the Executive Committee meetings to the CEO.

Chief-leaders should be provided opportunities to present relevant information to board members at Board of Directors meetings in order to share the work in which their respective departments are engaged.

At approximately 10:00 a.m., the Executive Committee convened in closed session to review and discuss ongoing personnel matters impacting organizational operations. The purpose of the session was to ensure appropriate oversight and alignment with established policies and procedures. No formal action was taken during the discussion.

Meeting Adjournment

Kae initiated a discussion regarding meeting adjournment. A full discussion followed. Upon motion duly made and seconded, the Executive Committee unanimously approved the meeting adjournment. There being no further business, the meeting was adjourned at approximately 10:30 a.m. ET.

Respectfully submitted,

