

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

September 11th, 2025

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

A meeting of the Finance Committee of the Early Learning Coalition of Southwest Florida was held on September 11th, 2025 commencing at approximately 8:30am EDT at the offices of the Company in Fort Myers, Florida and via Microsoft Teams.

### **Call to Order; Roll Call**

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

- Kae Moore, Chair of the Board of Directors
- Laura Richardson Bright, Vice Chair of the Board of Directors
- Aaron Stitt
- Alex Breault
- Derek Burkholder
- Jamie Merchant



Directors absent:

- Brooke Goldstein, Treasurer and Chair of the Finance Committee

Others present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer

### **Presiding Officer; Secretary**

Kae Moore presided as Chair of the meeting; Melanie Stefanowicz served as secretary of the meeting and kept the minutes. A quorum of the Board being present, Kae called the meeting to order at approximately 8:30am EDT.

### **Adoption of the Meeting Agenda**

Kae initiated a discussion regarding adoption of the meeting agenda. Upon motion duly made by Kae and seconded by Derek, the Board of Directors unanimously adopted the meeting agenda without modification.

### **Welcome & Public Input**

Kae provided the welcome opened the meeting to Public Input. A full discussion followed. No formal action was taken or required since no members of the public were present.

### **Approval of June 12, 2025, Finance Committee Meeting Minutes**

Kae initiated a discussion regarding approval of June 12, 2025, finance committee meeting minutes. Upon motion duly made by Kae and seconded by Derek, the Board of Directors unanimously approved the June 12, 2025 meeting minutes.

### **Approval of the Direct Services Utilization**

Kae initiated a discussion regarding approval of the Direct Services Utilization, which was shared by Rick Cocchieri. A full discussion followed. Upon motion duly made by Derek and seconded by Laura, the the Finance Committee unanimously approved the Direct Services Utilization report for fiscal year 2024-2025.

### **Approval of Financial Statements**

Kae initiated a discussion regarding the approval of financial statements. Rick reviewed the Statement of Financial Position as of June 30, 2025, the Statement of Activities through June 30, 2025, the fiscal year 2024-2025 and fiscal year 2025-2026 budgets, the Hurricane Ian Disaster Relief Funding Incentive Pay Policy, the procurement requests, and the surplus inventory. A full discussion followed. Upon motion duly made by Laura and seconded by Alex, the Finance Committee unanimously approved the financials as presented.

The financial statements are included in this voting record: Statement of Financial Position, Statement of Activities, FY24-25 Budget Utilization, Preliminary FY 2025-2026 Budget, Hurricane Ian Disaster Relief Funding Incentive Pay Policy, Procurement Request(s), and Surplus Inventory.

### **DEL Fiscal Monitoring Report**

Kae initiated a discussion of the DEL Fiscal Monitoring Report, which audited the 2024-2025 American Rescue Plan Act (APRA) grant funding. While there were no findings identified, there was one observation related to the effectiveness narrative requirement. No formal action was taken or required for this informational item.

### **New Business**

New Business was presented. No new business was raised and no formal action was taken or required.

### **Next Meeting; Adjournment**

There being no further business, and upon motion duly made by Laura and seconded by Alex, the Finance Committee unanimously approved adjournment of the meeting at approximately 9:30 a.m. EDT. The next meeting was scheduled for November 6, 2025, at 8:30 a.m. EDT in the Coalition's Fort Myers location and via Microsoft Teams.

Respectfully submitted,