

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

February 12th, 2026

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

A meeting of the Executive Committee of the Board of Directors of the Early Learning Coalition of Southwest Florida was held on February 12, 2026, commencing at approximately 10:00am EST, at the Company's offices at 2675 Winkler Avenue, Suite 300, Fort Myers, Florida, and virtually via Microsoft Teams.

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

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

- Kae Moore, Chair
- Laura Richardson Bright, Vice Chair
- Brooke Goldstein, Treasurer, Chair of the Finance Committee
- Dr. Beth McBride, Secretary, Chair of the Human Resources Committee
- Rebecca McKellar, Chair of the Nominations & Bylaws Committee

- Bethany Quisenberry, Chair of the Program Committee

Directors absent:

- Tara Sherrod, Chair of the Events Committee

Others present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer
- Cheryl Carpenter, Chief of Early Childhood Education
- Beth McBride, Chief of Program Services

### **Presiding Officer; Secretary**

Kae presided as Chair of the meeting; Beth served as secretary, and Melanie kept the minutes. A quorum of the Board being present, Kae called the meeting to order at approximately 10:00am EST.

### **Welcome & Public Input**

The section, Welcome & Public Input, was presented. A full discussion followed. No formal action was taken or required.

### **Adoption of the February 12, 2026, Executive Committee meeting agenda**

Kae initiated a discussion regarding adoption of the February 12, 2026, meeting agenda. A full discussion followed. Upon motion duly made and seconded, the Committee members approved the agenda as presented.

## **Approval of the November 6, 2025, Meeting Minutes**

Kae initiated a discussion regarding adoption of the November 6, 2025, meeting agenda. A full discussion followed. Upon motion duly made by Brooke and seconded by Laura, the Committee members approved the agenda as presented.

## **Report of the Chair**

The section, Report of the Chair, was presented. A full discussion followed. No formal action was taken or required.

## **Executive Committee Approvals**

The section, Executive Committee Approvals, was presented. There were no action items, therefore, no formal action was taken or required.

## **Finance Committee Report and Approvals**

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

Brooke initiated a discussion regarding approval of the direct services utilization. A full discussion followed. Upon motion duly made by Laura and seconded by Rebecca, the Committee members approved the direct services utilization.

**Recommend Financial Statements as presented for further review and consideration by the Executive Committee.**

Brooke initiated a discussion regarding approval of financial statements . A full discussion followed. Upon motion duly made by Laura and seconded by Rebecca, the Committee members approved the financial statements.

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, Procurement Request(s), and Surplus Inventory.

### **New Business**

Brooke initiated a discussion of the New Business topics including the FY 24-25 DEL Fiscal Monitoring, the FY 24-25 Single Audit, and the Corporate Resolution to the Northern Trust Signer Agreement. These items were for review and consideration; therefore, no action was taken.

### **Human Resources Committee Report and Approvals**

#### **Motion to approve updates to the Employee Resource Guide Updates**

Beth initiated a discussion regarding motion to approve updates to the employee resource guide updates. A full discussion followed. Upon motion duly made by Brooke and seconded by Rebecca, the Committee members unanimously approved the updates to the Employee Resource Guide.

### **Nominations & Bylaws Committee Report and Approvals**

**Recommend the removal of Elizabeth McBride as Secretary of the Board of Directors of the ELC of SWFL**

Rebecca initiated a discussion regarding recommending the removal of Elizabeth McBride as secretary of the Board of Directors of the Early Learning Coalition of Southwest Florida. A full discussion followed.

The Executive Committee approved a resolution to remove Elizabeth McBride from the office of Secretary, effective February 12, 2026. The resolution further revoked her authority as a signatory on Coalition bank accounts and authorized the Board Chair and/or Chief Executive Officer to execute any necessary documents to update banking records accordingly.

This item will be brought before the full Board for acknowledgment at the next scheduled meeting on April 29, 2026.

### **Secretary Position Vacancy: Discussion and Next Steps**

The Board acknowledged the current vacancy in the Secretary position. The Board will work to identify and appoint a qualified candidate, which may include consideration of a new Board member. It is anticipated that an appointment will be brought forward for Board action at the February 25, 2026, meeting.

### **Recommend to the Executive Committee and the Board of Directors the appointment of the Chair Person of the Human Resources Committee.**

The recommendation to appoint the Chair of the Human Resources Committee was presented. This item was tabled for future consideration.

### **New Member Appointment to the Board of Directors of the Early Learning Coalition of Southwest Florida, in accordance with the Coalition's Bylaws and applicable statute.**

Rebecca initiated a discussion regarding the nomination of Sharon Love to the Board of Directors. A full discussion followed. Upon motion duly made and seconded, the Board of Directors. This action was previously approved by the Executive Committee and remains valid under its authority; it will be brought before the full Board for acknowledgment at the next scheduled meeting.

**Recommend to the Board the seating of Kim Lonergan as the Collier County Public Schools designee for the Head Start representative seat.**

Rebecca initiated a discussion regarding recommending to the board the seating of Kim Lonergan as the Collier County Public Schools designee for the Head Start representative seat. A full discussion followed. This action was previously approved by the Executive Committee and remains valid under its authority; it will be brought before the full Board for acknowledgment at the next scheduled meeting.

### **Events Committee Report**

The section, Events Committee Report, was presented. A full discussion followed. No formal action was taken or required.

### **Program Committee Report**

The section, Program Committee Report, was presented. A full discussion followed. No formal action was taken or required.

### **Next Meeting; Adjournment**

There being no further business, the meeting was adjourned at approximately 11:00 a.m. EST. The next meeting was scheduled for April 16, 2026 at 10:00

a.m. EST via teleconference.

Respectfully submitted,