



Executive Committee Meeting

12/1/2008

5:30 PM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

Members in Attendance:

Harry Duncanson, Cindy Arenberg Seltzer, Jeffrey Dwyer, Robyn Perlman

Sidney Calloway, Maria Kuhn-Brotton

Members Absent:

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Chief Financial Officer, Sandra Gonzalez, Accounting/HR Manager, Lisa Feeney, Senior ECE Program Specialist, Debbie Bainton, Executive Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Robyn Perlman, Ainsworth Geddes, Howard Bakalar, Gilbert Rincon, Dr. Barbara Weinstein, Doreen Moskowitz

Agenda topics

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 6:00 pm
Quorum established

Approval of October 22, 2008 minutes

Motion made by Cindy Arenberg Seltzer to approve the minutes of October 22, 2008. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	12/4/08

Office Space Update

Penny Westberry gave an update on office space noting the following:

- Have visited 5 or 6 spaces – some possibilities
- Meeting scheduled for December 17th with Chair, Treasurer and management of current building – which will be publicly noticed
- Clear that people are hungry to rent places
- Tricky because of the size of board room that is needed
- No firm prices were given as of yet

Committee Reports and Recommended Action Items

Finance Committee

Financial Reports, Utilization Reports and Audit report were discussed at the Finance Committee meeting just held. The Chair stated that everyone was in attendance except Mr. Dwyer. Mr. Dwyer indicated he had reviewed the reports and had no questions.

Motion made by Cindy Arenberg Seltzer to authorize a CD in Community Bank rather than Commerce Bank, as recommended by the Finance Committee. **Seconded** by Jeffrey Dwyer **Unanimously approved**

CRRD Update

Robyn Perlman indicated that she had nothing to report

Action items:	Person responsible:	Deadline:
Proceed to open CD in Community Bank	Chief Financial Officer	12/4/08

Unfinished Business - none

New Business - none

Public Input - none

Next Meeting - TBD		
Adjourn		
Meeting adjourned at 6:10 pm		

These minutes contain the action items of the Executive Committee meeting of the Early Learning Coalition. They do not include all facets of each issue discussed. A tape recording of the meeting is held in the Coalition office. Corrections from the Coalition members will be taken prior to approval at the next meeting.

Submitted by
Debbie Bainton

Reviewed and Edited by
Harry Duncanson, Chair
Penny Westberry, Executive Director