



# Finance Committee Meeting

9/1/2010

5:00 PM

6301 NW 5th Way, 4th Floor  
Fort Lauderdale, FL

**Members in Attendance:**

Jeffrey Dwyer, Sidney Calloway, Cindy Arenberg Seltzer

Andrew Bray, Britt Sikes

**Members Absent:**

**Staff in Attendance:**

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Sandra Martinez, Accounting/HR Manager, Tamara Baker, Accountant/ Financial Analyst, Lisa Feeney, Senior ECE Program Specialist, Jessica Novak, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Janice Carter, CRRD Director, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Gilbert Rincon, Khalil Zeinieh, Sharon Cohen, Dr. Barbara Weinstein, Laura Gambino, Ainsworth Geddes, Willie Cameron

Welcome and Call to Order

Jeffrey Dwyer, in the absence of the Treasurer and Chair of the Finance Committee, called the meeting to order at 5:15 pm. He read into the record the public comment policy. Since the Committee was lacking a quorum, Mr. Dwyer indicated that the Committee would discuss items that do not require any action first and then proceed with action items once a quorum was established.

Penny Westberry introduced the fiscal department team. She introduced Tamara Baker as the newest member of the team. Ms. Baker gave a brief summary of her background and thanked everyone for the opportunity to work at ELC.

Utilization Report

School Readiness

Ainsworth Geddes, CFO Family Central, gave a brief overview of the School Readiness Report. Khalil Zeinieh noted that a decision that was made a year ago regarding older children and reported that many of those children came off naturally so there was not a large number of older children coming off the rolls. The Chair asked if this is the first time that projections are under 10,000 children. Mr. Geddes stated that he believed it was projected once before noting that it did not happen.

VPK

Ainsworth Geddes gave a summary of the number of children served during the summer and projections for the school year. It was noted that there could be over 17,000 certificate issued this year pointing out that the program continues to grow. Mr. Zeinieh stated that if the numbers keep on going up there may be a need to look at additional staff. He also pointed out that a lot of the help needed is seasonal work.

Quorum was established at 5:20 pm

Approval of the Minutes

Motion made by Sidney Calloway to approve the minutes of June 9, 2010. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Action items:	Person responsible:	Deadline:
Keep minutes on file	Executive Assistant	9/2/10

Financial Statements

Andrea Braynon CFO, reported that there was no unusual activity for the month of July.

**Motion** made by Cindy Arenberg Seltzer to approve the Coalition's July 2010 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Seconded** by Sidney Calloway. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Keep Financial on File	CFO	9/3/10

Unfinished Business - none

New Business		
<p>Penny Westberry, CEO, reported that the Coalition has received a letter informing the Coalition that the fund balance that the Coalition has had for years must be spent by December 31. She indicated that this fund must be spent on programs. Responding to the Chair's question, Ms. Westberry stated that this will be brought forward at the next Executive Committee meeting.</p>		
Action items:	Person responsible:	Deadline:
Place Fund Balance on next Executive Committee Meeting	CEO	10/20/10
Next Meeting Date: October 20, 2010		
Public Comment		
No public comment		
Adjourn		
Meeting adjourned at 5:30 pm		

These minutes contain the action items of the meeting of the Finance Committee of the Early Learning Coalition. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

Submitted by  
 Debbie Bainton  
 Reviewed by  
 Jeffrey Dwyer, Coalition Chair  
 Andrea A. Braynon, Chief Financial Officer