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Early Learning Coalition of Manatee County, Inc.
Governance Meeting
Of
March 2, 2022

The Early Learning Coalition of Manatee County, Inc. held a Governance Meeting on March 2, 2022, at 11:00 am at 600 8th Avenue West, Palmetto, Florida.

Committee Members Present Zoom
Ms. Christina Riggio - Garraffa
Mr. James Disbro
Dr. Michael Mackie
Rev. Dr. Robert Baker
Mr. Zack Kallis

ELC Executive Staff Present
Ms. Kerry Gaylord
Mr. Darrell King
Ms. Hilarie King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Governance Committee meeting on March 2, 2022.

Welcome and Roll Call
Ms. Christina Riggio, Chair, called the meeting to order at 11:02 am.
Mr. Darrell King, the Interim CEO, conducted a roll call and determined a quorum was present.

Citizen Comments
None

Board Membership
Ms. Riggio reported that the following board members had sent in their letters of resignation. Ms. Wells, Dr. Chatham, and Mr. Tabicman. The coalition is still within State requirements with twenty-four current board members.

Upon motion duly made by Dr. Mackie and seconded by Rev. Dr. Baker the letters of resignation from the ELC Board of Directors were unanimously approved.

Policies
Ms. Gaylord stated that there was a link in the Governance Agenda showing all of the modifications and changes to the following policies.

1) Local Travel for Board Approval 3-23-22
2) Class A-B Travel Policy for Board Approval 3-23-22
3) Safe Driving and Cell Phone Usage Policy for Board Approval 3-23-22

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4) Fleet Policy for Board Approval 3-23-22
5) Procurement Policy for Board Approval 3-23-22
6) Disbursement Policy for Board Approval 3-23-22
7) Credit Card Policy for Board Approval 3-23-22
8) Fiscal Policy for Board Approval 3-23-22

Ms. Gaylord informed the committee that she was planning on updating the policies every three years. There were no questions or comments from the committee.
Ms. Gaylord also updated the committee about ELC Policy handbook modifications. There were no questions or comments from the committee.

The policy modifications were unanimously approved upon a motion duly made by Dr. Mackie and seconded by Mr. Kallis.

Approval of the Governance Meeting Minutes of September 8, 2021

Upon motion duly made by Mr. Kallis and seconded by Dr. Mackie, the Governance Committee Meeting Minutes of September 8, 2021, were unanimously approved.

Old Business
None

New Business
None

Public Comments
There were no public comments**.**

Adjournment
There was no further business before the Governance Committee: Dr. Mackie made a motion and was seconded by Ms. Garraffa to adjourn. The meeting adjourned at 11:20.

Minutes prepared by:

Hilarie King
Hilarie King, Board Liaison

Minutes approved by:

DocuSigned by:
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Christina Riggio- Garraffa, Chair