

**From Cradle to College Foundation, Inc.**

**Board of Directors Meeting**

of

**April 26, 2018**

The From Cradle to College Foundation held a Board of Directors meeting on April 26, 2018 at 10 am at 600 8<sup>th</sup> Avenue West, Palmetto, Florida.

**Board Members Present:**

Marc Gilner  
Diana Dill  
Paul Sharff  
Linda Guritz  
Andrew Minor  
Scott Kallins (voted by email)

Patrick Grablin (voted by email)

**Board Members Excused:**

Howard Veltz  
Dianne Kopczynski

**Attending to record:**

Marie O'Connell

*These minutes are a summary of the discussion and action items of the From Cradle to College Foundation Board of Directors meeting of April 26, 2018.*

**Welcome and Roll Call**

Marc Gilner, Organizational Chair called the meeting to order at 9:59 am. Paul Sharff, Managing Director, conducted roll call and determined a quorum was present.

**Foundation Update**

**PEARLS Funding**

Mr. Sharff shared with the Board that the \$800,000 in funding for a PEARLS statewide initiative approved by Governor Scott would be handled through a contract with the Office of Early Learning, the same state agency that contract with the Coalitions for their funding and services. At this point, it appears that the reimbursement possibly be handled through a flat rate reimbursement. Marie O'Connell and Peggy Sammons will become employees of the Foundation. Marie O'Connell will continue to provide services for ELC Manatee and the Foundation will be reimbursed by the Coalition for those costs. As the Board reviewed the Budget, Andrew Minor discussed possibilities for the retirement plan. The budget was reviewed in its entirety by the Board. Mr. Sharff shared with the Board that we hope to engage Patti Talley to handle the accounting services for the Foundation moving forward. She has substantial experience and impeccable credentials.

Mr. Sharff asked that the Board consider the Foundation's request for authorization to apply for funding from other sources as included under non-consent, noting that approval will allow the Foundation to continue its efforts to support the Early Learning Coalition's mission.

Mr. Sharff discussed the Charity Roast recently held, sharing that while it was successful as a fundraiser, it was not funny, and he was considering a different style event in the future.

#### **Items for Consent**

Mr. Sharff noted that the Foundation would like permission from the Board to lease space from ELC Manatee to house operations of the Foundation. The cost of this rental would be \$750 per quarter, plus occupancy costs. Mr. Sharff also asked the Board to approve the Action Item and allow the Foundation to secure credit cards for staff to utilize during travels throughout the state and daily operations for the PEARLS program. The Board was also asked to approve staff travel around the state to implement the PEARLS program.

The Board discussed policies and procedures for the Foundation: Employee Handbook, Fiscal Policy, Procurement Policy, Disbursement Policy, Travel Policy, Tangible Personal Property Policy, Employee Handbook, Records Management Policy, etc. Discussion ensued noting that the Board felt it best that policies follow along the lines of that of the Coalition, which provided a solid guideline for the Foundation's policies and procedures. The Board gave approval for the Foundation to utilize any and all of the Coalition's policies, with their permission, to create policies for the Foundation's operations and submit to the State.

The last Action Item regarded the potential usage of a Chevrolet Suburban currently leased by the Early Learning Coalition for Foundation travels.

- Lease Space
- Credit Cards
- Travel Permission
- Policies and Procedures
- Car Lease and Insurance

*Upon a motion duly presented by Diana Dill, and seconded by Linda Guritz, the Consent Items were approved unanimously by the Board of Directors as presented.*

#### **Items for Non-Consent**

The budget for \$800,000 for the PEARLS Initiative was presented and discussed by the Board. Mr. Sharff indicated his intent to abstain from voting on the budget.

Chair Gilner called for a motion on the Budget.

*Upon a motion duly made by Diana Dill, and seconded by Linda Guritz, the PEARLS Budget was approved unanimously by the Board of Directors as presented.*

Chair Gilner called for a motion on the Action Item to for Permission to Execute Contract with OEL Florida and Accept Funding of \$800,000

*Upon a motion duly made by Linda Guritz, and seconded by Diana Dill, the Permission to Execute Contract with OEL Florida and accept Funding of \$800,000 was approved unanimously by the Board of Directors as presented.*

Chair Gilner called for a motion on the Authority to Apply for Funding.

*Upon a motion duly made by Linda Guritz, and seconded by Diana Dill, the Authority to Apply for Funding was approved unanimously by the Board of Directors as presented.*

Chair Gilner called for a motion on the Foundation ByLaws.

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Upon a motion duly made by Diana Dill, and seconded by Linda Guritz, the ByLaws were approved unanimously by the Board of Directors as presented.

**Approval of Minutes of November 20, 2017**

Chair Gilner called for a motion to approve the Minutes from November 20, 2017.

Upon a motion duly made by Linda Guritz, and seconded by Diana Dill, the Minutes for November 20, 2017 were approved unanimously by the Board of Directors.

**Old Business**

Mr. Sharff shared with the Board that he will continue with his efforts to purchase the building at 600 8<sup>th</sup> Avenue West working with Blalock, the Mary Parker Foundation, and also the Graham Foundation.

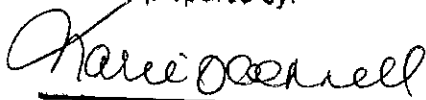
**New Business**

None

**Adjournment**

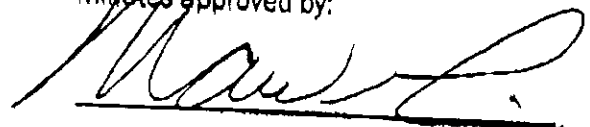
There being no further business to come before the board, Linda Guritz moved to adjourn and Diana Dill seconded the motion. The meeting adjourned at 10:38 am.

Minutes prepared by:



Marie O'Connell

Minutes approved by:



Marc Gilner, Organizational Chair