



The Coalition's Mission is to provide leadership and advocacy that builds a community where all children are prepared for success in school

Advocacy and Resource Development Committee Meeting
Wednesday, May 26, 2010
3:00pm – 5:00pm
Early Learning Coalition of the Big Bend Region
325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Committee Members Present:

Maureen Daughton, Chair
Alisa Ghazvini
Carrie Rubenstein
Pam Butler
Angel Trejo
Janice Sumner

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Sam Sweazy, Vice President of Program Services
Molly Lord, Community Partnerships Director
Megan Gocs, Executive Assistant

Committee Members Absent:

Marlon Hunter
Bob Gabordi
Monesia Brown

Guests Present:

n/a

1. Welcome and Roll Call

Maureen Daughton, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 3:07am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Pam Butler. This motion was seconded by Angel Trejo. This motion was approved.

3. Approval of Minutes for October 15, 2009 and January 26, 2010

The motion to approve the minutes for the Advocacy and Resource Development Committee Meeting of October 15, 2009 was made by Alisa Ghazvini. This motion was seconded by Pam B. The motion to approve the minutes for the Advocacy and Resource Development Committee Meeting of January 26, 2010 was made by Janice Sumner. This motion was seconded by Angel T. These motions were approved.

4. Public Comment

There was no public comment.

5. Fund Development Policies

Chris Duggan informed the committee that staff has determined a need to develop fund development policies to establish how the Coalition accepts donations. The committee was

provided with a copy of fund development policies that had been drafted by staff, which included, donor relations, donation acceptance and sponsorship. The committee was given the opportunity to review these draft policies which have already been reviewed by staff, Board Counsel and the Executive Committee.

After discussing the policies, the committee wanted to remove the word productively on the second line of the donation acceptance policy, and substitute the words not challenge to enhance in this policy. The committee agreed to remove the sponsorship policy in its entirety. The motion to approve the fund development policies with the aforementioned changes was made by Angel T. This motion was seconded by Pam B. This motion was approved.

6. Upcoming Events

a. Evening with the Stars

Lauren Faison provided the committee with an update on this years Evening with the Stars which is scheduled for June 18, 2010. The committee was informed that two community awards will be presented on June 18. The committee was also informed that the Coalition has received over twenty nominations over the five categories of provider awards being presented at Evening with the Stars.

b. Back to School Dance

Pam B. provided the committee with an update in relation to the planning of the Back to School Dance which is scheduled for September 10, 2010. She asked the committee for their help in assisting to plan the event from here on in.

Molly Lord, the Coalition’s Community Partnerships Director, informed the committee that all of last years sponsors have received sponsorship packets for this year’s Back to School Dance.

7. Match Development Report

The committee was provided with an update on match for the 2009 – 2010 fiscal year.

8. Grand Opening of the Leon County Family Service and Administrative Center

Chris D. provided the committee with an update on the Leon County Family Service and Administrative Center move. She informed the committee that staff would like to have a grand opening in either November or December after the Coalition settles into their new office.

9. Board Communication Strategic Plan

Chris D. provided the committee with an update on how the Board Communication Strategic Plan is coming along.

Meeting adjourned at 3:52pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: _____

Committee Chair’s Initials: _____

Board Secretary Initials: _____

A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.