Pullman Community Montessori

Development Committee (DC) Meeting

Secondary meeting

Date and Time

Wednesday November 25, 2020 at 12:00 PM PST

Location

Join Zoom Meeting

https://us02web.zoom.us/j/82022688208?pwd=clloekc0UDM5aEc0Y0VjcDIKOWhvdz09

Meeting ID: 820-2268-8208

Password: 8078

PCM's Mission: to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

PCM's Vision: to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

Agenda

I.   **Opening Items**

    A.   Record Attendance

    B.   Call the Meeting to Order

Thank you Dorrie Main for your service as chair of the DC. We appreciate you time, commitment, and continued support. Lets welcome Nomin Batmunkh as the new DC Chair who will be supported by Dorrie and Laylah in her transition! Nomin also serves on the PMC Board of Trustees.

C.   Approve Minutes

Please thoroughly review minutes and have any amendments typed and ready to put into the chat.

Approve minutes for Development Committee Regular Meeting (First) on September 21, 2020

II.   **Development Committee (DC) Business**

A.   Intros & Establishing Norms

Please read through the Norms document in the footer before the meeting. Do you have suggestions for additional group norms for our Committee?

Let's start developing ground rules: Who will take minutes/reports? How will be resolve disagreements (Roberts rules versus consensus approach)? How will we communicate between meetings?

B.   Action Item Progress from Meeting 1

We'll do a quick report out of what progress has been made on the following items.

- **Action Item:** Check if Wix, our current mailing platform, is compatible with LGL (Laylah)
- **Action Item:** Review resources on fundraising ideas ahead of next meeting (Dorrie and
- **Yu)**
- **Action Item:** Complete training on Little Green Light and implement (Dorrie>Tami)
- **Action Item:** Implement payment platform stripe (Dorrie/Laylah>Tami)
- **Action Item:** Add giving page to PCM website (Laylah, web site manager)
- **Action Item:** Create summary materials describing the role of DC members to provide to prospective members (Laylah)
- **Action Item:** Identify possible candidates to solicit for the DC committee (all)

Although the button is not yet live on the PCM website it is very close. We'll be doing a social media push this week and WA Charters has decided their giving push for the next few months will feature the WA Charter schools https://wacharters.org/support-transformative-schools/ ....proud to see PCM on the list with so many great schools!

ENROLLMENT UPDATE

C.   Grounding our work for future planning

This meeting we will discuss what we need in the immediate future.

1. Distributing materials
2. Sharing contacts and making introductions
3. Identify funding options for items listed in our Donate link (especially for playground structures).

Near future: Review and provide feedback on *Case or Support* brochures.

Committee Member HW (to be completed in advance of next meeting):
Committee members should read all documents in the footer prior to next meeting to gain a comprehensive picture of our plans (short term and long term) with respect to Fund Development and Outreach and Recruitment.

• Do you have ideas you'd like to contribute?
• Are there organizations missing?
• Area there specific areas you want to support in?
• What are your questions.

Each member should share the above bullets with me in a single email by December 7th (1 week before our next meeting).

III.   **Other Business**

IV.   **Closing Items**

    A.   Adjourn Meeting

Grounding Documents: [Development Committee Description and Responsibilities](), [Norms-We are LEADERS too-Structure and Responsibilities Overview](), [DC Growth Rubric](), [Fund Development Plan](), [Marketing-Recruitment-Maintenance Plan]()

Other Resources: [BoT DC Intro](), [DC Example Goal](), [Bylaws]() (read committees section), [PCM Logic Model](), [EEMPS Rubric](), [What Is A Board Committee Supposed To Do?](),