



**PULLMAN PUBLIC  
COMMUNITY FREE  
MONTESSORI K-9**

## Pullman Community Montessori

### Development Committee (DC) Meeting

Regular meeting

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#### Date and Time

Wednesday January 20, 2021 at 12:00 PM PST

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/87396942119?pwd=aWdLV1FpOU1ab1lhcHlyR20vVnFMQT09>

Meeting ID: 873-9694-2119

Password: 5743

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**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!

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#### Agenda

- I. **Opening Items**
  - A. Record Attendance
  - B. Call the Meeting to Order

**C. Approve Minutes: 12/6**

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

**D. Approve Minutes: 1/6**

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

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

**A. Enrollment Update**

Laylah will provide an update on Enrollment to date.

**B. Material Distribution Update**

Quick update on our list.

Are there other areas we need to hit.

**C. 'Event' Planning: Virtual Movie Night**

We will need to find a replacement event. The movie is too specialized and will not serve the purpose we originally intended it for.

Discuss options for another community building event.

**D. Donor Gift Examples**

Laylah will present some options from Vista Print.

Do we want to for a consensus around any of these and make a recommendation to the board that they accept this practice?

What amount triggers this gift? Is there a way to opt out?

**E. Donor Door Project**

Apologies....with deadlines for January this was put on hold. Will be a draft of the graphic that could be used to solicit prior to our next meeting.

We can begin working on logistics though....

Will we just market on FB & have a link on Website (already have a spot squared away)?

Do we also want to send out letters?

Do we want to put in the

How will we ask the board to get involved?

What will be our goal (ex 100% of year 1 doors paid for?)

### III. Other Business

### IV. Closing Items

#### A. Adjourn Meeting

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**Grounding Documents:** [Development Committee Description and Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [DC Growth Rubric](#), [PCM FD Plan \(Working Doc\)](#), [PCM R-E-M 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?](#), [Virtual Fundraising \(Rotary crowdsource\)](#)

# Coversheet

## Approve Minutes: 12/6

**Section:** I. Opening Items  
**Item:** C. Approve Minutes: 12/6  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Development Committee (DC) Meeting on December 16, 2020

APPROVED



**PULLMAN** **PUBLIC**  
**COMMUNITY** **FREE**  
**MONTESSORI** **K-9**

## Pullman Community Montessori

# Minutes

### Development Committee (DC) Meeting

Regular meeting

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#### Date and Time

Wednesday December 16, 2020 at 12:00 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/87653526897?pwd=NTRiMVFrc2VEczV2U29vQ3pDVjNqUT09>

Meeting ID: 876-5352-6897

Password: 8284

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#### Committee Members Present

D. Main (remote), J. Williams (remote), L. Sullivan (remote), N. Batmunkh (remote), Y. Ma (remote)

#### Committee Members Absent

J. Cassleman

#### Committee Members who left before the meeting adjourned

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D. Main, L. Sullivan

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## I. Opening Items

### A. Record Attendance

L. Sullivan left.  
D. Main left.

### B. Call the Meeting to Order

N. Batmunkh called a meeting of the Development Committee (DC) Committee of Pullman Community Montessori to order on Wednesday Dec 16, 2020 at 12:03 PM.

### C. Approve Minutes

J. Williams made a motion to approve the minutes from PCM Board Working Group Meeting on 11-24-20.

D. Main seconded the motion.

The committee **VOTED** to approve the motion.

- Need to remove the wrong gmail address from the list, use Yu Ma's gmail as contact email address

## II. Development Committee (DC) Business

### A. Material Distribution

- Talked about the places where the flyers & brochures will be dropped off
  - On the front of porch for Yu Ma
  - In Laylah's office for rest of the people to pick up
- Nomin talked to Jonny Fisher DDS and they agreed to put the brochures in their lobby
- Materials
  - 25 flyers, 50 brochures, one tape, and half-sheet flyers included in the distributed bag
    - Half-sheet flyers stapled with rubber bands to use to hang on the doorknobs of apartments
  - Let Jan know if more materials are needed
- Material distribution list update
  - Three WSU housing apartments proposed by Yu Ma - Steptoe, Kamiak, and Yakama
  - WSU Spark proposed by Nomin - Nomin will distribute materials to this building

- Other WSU buildings (eg. Todd Hall, CUE, French Lighty Building, etc.) - Nomin will put flyers to bulletin boards of the buildings
- New apartments behind Pullman Regional Hospital (Low-income families) proposed by Dorrie
- Dorrie made an suggestion on the PCM's calendar as it seems to be longer than Pullman's school district
  - Dorrie suggested to get the school calendar on the website. Laylah will make update on the website
- Material distribution for apartments
  - Jan will start with a few apartments and see how it goes and figure out how many half-sheet flyers will be needed
- Talking points
  - Had some discussions on the 5th point and agreed on the point as written
- Logistic discussions
  - Deadline for getting the material distributed is 8th, January.
  - Follow-up emails are encouraged
  - Check off the boxes on the Communication Tracker sheet when you are done
  - Dorrie made an suggestion to add realtors on the list and would like reach out to them

## **B. 'Event' Planning**

- Donor door project - paint names of people who make donations on the PCM main classroom doors
  - Can make a flyer and put prices of doors (generally around \$1000-\$2000) on it and make a campaign
  - Five classroom doors and one office door to target in first year
  - Door designs have not been decided yet. But Laylah will have a architect mockup
    - Talked about the shape of labels (eg. leaves, etc.)
  - Only be people's names and business names on the doors. Texts might be hard to fit
  - Pricing cutoff
    - \$250, eight people's names will be on one door
  - Goal of 48 donations (assuming 8 donations/door x 6 doors)
    - If we exceed 48 donations, we could ask them to do two things
      - Donate to the general fund
      - Buy a door in advance for next year
- Fundraise for books - people could donate books
- Movie night
  - Purchased rights to share the new movie INSIDE MONTESSORI

- Talked about the "tickets". At the beginning or end of the watching party, direct people to the website to make donate. But people don't have to donate to watch the movie.
- Run event
  - May need plenty of time and money to plan this event, but there is good marketing value
  - Talked about to make it as an annual event, but need to figure out what the cost might be for running this event

### **C. Donor Detail Considerations**

Consider the following questions and lets start forming a consensus around them....

To be added to the Development Plan:

1. How do we acknowledge donor contributions (letter, post card, gift)?
2. Is it a tiered-response (donors below \$500 get x, donors between \$500-\$5K get x, etc.... or everyone gets the same)?
3. If letter or postcard - how soon? (What is the timing (ex w/in 10 days, 30, days, etc)
4. Mid-year and end-of-year reports to donors? What do they look like - who is responsible? -- currently school Admin and the DC Chair are called out to do this. (virtual or physical mail...do we offer "go paperless" option).
5. Provide donors the ability to sign up for the newsletter - how do we give them this choice?
6. How do we promote matching gifts?
7. End of Year tax document - when is it sent, who is responsible for getting it ready? -

currently ideal if FACE leads.

- These are the questions we may need to think about on how we are going to handle our donors and come up a plan in near future.
- Nomin suggested as a donor she would prefer calendar or magnet other than thank you cards. Yu Ma suggested a pen with PCM logo.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:13 PM.

Respectfully Submitted,  
Y. Ma



**Grounding Documents:** [Development Committee Description and Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [DC Growth Rubric](#), [PCM FD Plan \(Working Doc\)](#), [PCM R-E-M Plan](#)

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# Coversheet

## Approve Minutes: 1/6

**Section:** I. Opening Items  
**Item:** D. Approve Minutes: 1/6  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Development Committee (DC) Meeting on January 6, 2021

APPROVED



**PULLMAN** **PUBLIC**  
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## Pullman Community Montessori

# Minutes

### Development Committee (DC) Meeting

Secondary meeting

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#### Date and Time

Wednesday January 6, 2021 at 12:00 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/84487378435?pwd=YzBqQStxSnliS0FqRmx2cEVJd2VIUT09>

Meeting ID: 844-8737-8435

Password: 7880

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#### Committee Members Present

J. Williams (remote), L. Sullivan (remote), N. Batmunkh (remote), Y. Ma (remote)

#### Committee Members Absent

D. Main, J. Cassleman

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#### I. Opening Items

### **A. Record Attendance**

### **B. Call the Meeting to Order**

N. Batmunkh called a meeting of the Development Committee (DC) Committee of Pullman Community Montessori to order on Wednesday Jan 6, 2021 at 12:10 PM.

### **C. Approve Minutes**

- Will do it in the next meeting

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

### **A. Material Distribution Update**

- Nomin
  - Distributed all the materials to the places signed up
- Jan
  - Has done 6 apartment complexes
  - Yu and Nomin will help to distribute flyers to the rest of the apartment complexes
    - Yu: Steptoe and Kamiak
    - Nomin: Four apartment buildings
- Laylah
  - Will work with post office to make sure of putting the materials in the right location
  - Should be done the rest of the list by end of this week
- Yu
  - Has done most of them, only three places left
  - Will be done by end of this week
- Dorrie
  - Laylah will contact Dorrie to see which places she has done
  - Committee members will help with the rest of places

### **B. 'Event' Planning: Virtual Movie Night**

- Laylah will share the movie link if possible
- Yu will explore on how to host a watch party

### **C. Donor Detail Considerations**

- Marketing approaches
  - Community update newspaper
  - Radio
  - Evergreen

- Facebook and Twitter
- Group donation can be alternative
- Potential approaches to acknowledge donors
  - Individual approach
  - Organization approach - add a letter
- Confirmation email
  - Confirmation need to be triggered by Jan if donors are not through little green light
- Thank you gifts
  - PCM notebooks and pens
- Budget
  - Laylah will provide information on marketing budget and donor gift budget
- Tax document
  - Done
- Discussed on ways of signing up the newsletter in little green light

#### **D. Donor Door Project**

- Get a draft of the marketing graphic by the next meeting, Jan/20

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:03 PM.

Respectfully Submitted,  
Y. Ma

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,  
N. Batmunkh

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#### **Documents used during the meeting**

*None*

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