Pullman Community Montessori

Development Committee (DC) Meeting

Regular meeting

Date and Time

Wednesday March 17, 2021 at 12:00 PM PDT

Location

Join Zoom Meeting

https://us02web.zoom.us/j/85494905409?pwd=empCMDZnNG9aWXRFKzR5R3YxcmhaZz09

Meeting ID: 854-9490-5409

Password: 4178

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

C. Approve Minutes: 1/20

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 verified enrollment to date.

Next steps and goals.

B. Donor Door Update

See website. Support & Involvement Tab > DONATE.

- Flyers?
- Challenge for board, families, & committees (get 3 dontaions, 5 donations....by? end of April?)
- Where else advertise: refuse stuffers (double sided...enrollment + DD), radio, press release?, what businesses would promote?
- Who can we make direct asks to (use distribution list to make plan so don't double tap resources)

C. Donor gifts

Share what we have and what we still need to do. Divide up duties.

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, 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: 1/20

Section: I. Opening Items
Item: C. Approve Minutes: 1/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Development Committee (DC) Meeting on January 20, 2021

Pullman Community Montessori

Minutes

Development Committee (DC) Meeting

Regular meeting

Date and Time
Wednesday January 20, 2021 at 12:00 PM

Location
Join Zoom Meeting
https://us02web.zoom.us/j/87396942119?pwd=aWdLV1FpOU1ab1lheHIyR20vVnFMQT09

Meeting ID: 873-9694-2119
Password: 5743

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!

Committee Members Present
J. Cassleman (remote), J. Williams (remote), L. Sullivan (remote), N. Batmunkh (remote), Y. Ma (remote)

Committee Members Absent
D. Main

Committee Members who left before the meeting adjourned

J. Cassleman

I. Opening Items

A. Record Attendance

J. Cassleman 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 Jan 20, 2021 at 12:05 PM.

C. Approve Minutes: 12/6

N. Batmunkh made a motion to approve the minutes from Development Committee (DC) Meeting on 12-16-20.
Y. Ma seconded the motion.
The committee **VOTED** to approve the motion.

D. Approve Minutes: 1/6

N. Batmunkh made a motion to approve the minutes from Development Committee (DC) Meeting on 01-06-21.
Y. Ma seconded the motion.
The committee **VOTED** to approve the motion.

II. Development Committee (DC) Business

A. Enrollment Update

- Laylah gave some enrollment updates
    - Shared a slide to show the target and current enrollment (Link: https://mypcm21.app.box.com/s/9qhd80zthk2s5a1qttgllenyi78f525y)
    - Enrollment count is 66 as of Jan 20, 2021, over the target

B. Material Distribution Update

- Nomin
    - Completed two apartments, 95% complete Boulder Creek apartment (run out of flyers, will get flyers from Jan), one apartment need to be done
    - Will help with the Dorrie's assigned places that have not been finished. Yu and Jan will help with it too.
- Laylah
    - has a few places need to be finished
- Jan

- ◦ Finished up all the daycares
- ◦ Golden Hill mobile home - done
- ◦ Faith based organizations (through emails) - done
- John
  - ◦ Will meet with people from Whitman county library and will spread word about PCM to them
- Yu
  - ◦ Finished WSU family apartments (Steptoe, Kamiak and Terrace) with Jan
  - ◦ Palouse Pediatric Dentistry - done
  - ◦ A couple of places that need to be finished

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

- We will need to find a replacement event. The move is too specialized and will not serve the purpose we originally intended it for.
- Option - Game Night
  - ◦ Think of fun games and ideas on how to host a Game Night, and bring the ideas to the next DC meeting.

D. **Donor Gift Examples**

- Laylah showed mock-up examples of pens and notebooks through a slide (Link: https://mypcm21.app.box.com/s/9qhd80zthk2s5a1qttgllenyi78f525y)
- Had discussions on the threshold of giving to trigger the gift package
  - ◦ Proposed amount: $250
- Had discussions on whether to go for a tiered-response (donors below $500 get x, donors between $500-$5K get y, etc) or everyone gets the same
  - ◦ Proposed method: everyone donating above $250 gets the same gift package
- Had discussions on how and when the gifts will be given
  - ◦ Proposed approach for recurrent donations: keep track on little green light if allowable
- Great suggestions on the gifts
  - ◦ Hand-written notes - John
  - ◦ No calendar on the notebook - Jan

E. **Donor Door Project**

- Laylah gave updates on the donor door project
  - ◦ Will draft the donor door mock-up that could be used to solicit prior to our next meeting.
- Logistics
  - ◦ Market it on FB & have a link on Website, put it on community update
  - ◦ 5 doors in total
- How will we ask board to get involved?

◦ Need to have a goal
◦ For example, challenge them to leverage five network connections, or bring five donors

III. Other Business

A. Grant

- Nomin did some work on grant research and shared potential grants to apply
  ◦ Snapdragon Book Foundation
  ◦ Kaboom
    ▪ Creative Play grants

IV. 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 1:37 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

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)