

APPROVED



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

## Pullman Community Montessori

### Minutes

#### Development Committee Regular Meeting (First)

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**Date and Time**

Monday September 21, 2020 at 12:00 PM

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**Committee Members Present**

D. Main (remote), L. Sullivan (remote), Y. Ma (remote)

**Committee Members Absent**

*None*

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

D. Main called a meeting of the Development Committee (DC) Committee of Pullman Community Montessori to order on Monday Sep 21, 2020 at 12:16 PM.

**II. 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 1:10 PM.

Respectfully Submitted,  
D. Main

### III. Other Business

#### A. Adaptions were made to the agenda after we opened the minutes. Edits will be made under other business.

##### Development Plan Overview

- The DP was shared with new DC member Yu Ma and we went over the current 3 and 6 month development activities.
- Discussed planning year annual fund target
- **Action Item:** Check if Wix, our current mailing platform, is compatible with Little Green Light (Dorrie)
- **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)
- **Action Item:** Implement payment platform stripe (Dorrie/Laylah)
- **Action Item:** Add giving page to PCM website (Laylah, web site manager)

##### Development Committee

###### *Membership*

- Laylah Sullivan provided an overview of the role of the DC members. This was followed by a discussion on desired skill sets and member numbers for the committee, recruitment strategy, onboarding and orientation.
- **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)

###### *Meetings*

- Decided the standing committee meetings would be held on the second Wednesday of the month at 12-1 PM and an additional meeting would be held on the fourth Wednesday of the month at 12-1 PM while we get fully established with members and planned activities
- **Action Item:** Laylah to schedule these meetings through July 31, 2021