

APPROVED



PULLMAN PUBLIC
COMMUNITY FREE
MONTESSORI K-9

Pullman Community Montessori

Minutes

Development Committee (DC) Meeting

Regular meeting

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

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

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

D. Main, L. Sullivan

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](#)

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 \(Rotary crowdsource\)](#)