

APPROVED



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

Pullman Community Montessori

Minutes

Development Committee (DC) Meeting

Secondary meeting

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

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

Committee Members Absent

D. Main, J. Cassleman

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

Documents used during the meeting

None

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 \(Rotary crowdsource\)](#)