

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 April 21, 2021 at 12:00 PM

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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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#### Committee Members Present

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

#### Committee Members Absent

J. Cassleman, J. Williams

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#### I. Opening Items

##### A. Record Attendance

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

L. Sullivan called a meeting of the Development Committee (DC) Committee of Pullman Community Montessori to order on Wednesday Apr 21, 2021 at 12:05 PM.

### **C. Approve Minutes: 3/31**

D. Main made a motion to approve the minutes from Development Committee (DC) Meeting on 03-31-21.

Y. Ma seconded the motion.

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

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

### **A. Enrollment Update**

- Laylah provided an enrollment update
  - 76 as of April 16
  - 13 seat remaining to fill for Kindergarten, 2 seats for 3rd grade, 4 seats for 5th grade

### **B. Donor Door Update**

- Need more support and engagement from board members
- Created nice graphs to show the progress of the donor door campaign and the general fundraising campaign
- Dorrie reached out to local real estate agents and will reach out to the CAHNRS Dean
- Potential donor: Mainlab at WSU
- Discussed the ways to reach out to WSU labs

### **C. Donor gifts**

- Dorrie provided an update on the donor gifts
  - Lapel pin
  - High quality pen
  - Water bottle (for sale)
  - Baseball caps (for sale)
  - T-shirts
  - Car window stickers
  - Face masks (good quality)

## **III. Other Business**

### **A. Brain Storm**

- Discussed some ideas around engagement events
  - BBQ plan in July
  - Set up a stall in Black Life Matters event in June
  - Organize a hike or BBQ in the park

- Movie night
- Popsicle drive-thru
- Tour and orientation before school starts

## **B. Recruiting for the Committee**

- Will consider event planning expertise for the committee member recruitment

## **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 1:06 PM.

Respectfully Submitted,  
Y. Ma

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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 \(Rotary crowdsource\)](#)