

APPROVED



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

Pullman Community Montessori

Minutes

Annual Board Retreat

Saturday afternoon session

Date and Time

Saturday August 26, 2023 at 1:00 PM

Location

Hecht Meeting Room
Neil Public Library
Pullman
WA 99163

Trustees Present

A. Guyton, B. Wolff, D. Main

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

B. Wolff called a meeting to order on Saturday Aug 26, 2023 at 1:15 PM.

II. Fundraising and Grant Opportunities Brainstorm Session

A. Brainstorm fundraising ideas

The board drafted a goal around doing 2 board hosted donor cultivation fundraising events and 1 individual smaller board member solicited fundraising event (ex. Facebook fundraiser). The board also committed to hosting 1 school community event.

B. Began by discussing the new EER and how it will inform our goals for this year.

This session led to the drafting of board goals for the 2023-24 goals. Draft goals will be presented at the September board meeting for review and approval.

C. Prioritize 3 fundraising events for the year

Preliminary dates were set for each one of these events outlined in A.

D. Grant opportunities

Grant opportunities were discussed. The goal is for each board member to solicit at least 1 grant this school year.

III. Developing the Board and Committees

A. Identifying board recruitment priorities for the coming year.

The goal was set to increase the board to 6 members by the end of January.

The committees that will be established/expanded are Finance Committee, Leadership Evaluation and Support Committee, and Educational Excellence Committee.

Prospects were discussed.

IV. Head of School's Annual Goals

A. Presentation and approval of Head of School's annual goals

This was moved to Sunday's session so that this and the board meetings time adjustment could be voted on while in a recorded session.

[HOS Draft Goals](#)

V. Developing the board calendar

A.

Presentation of draft annual calendar for board business

A general board activities calendar was drafted for the 2023-24 calendar. The HOS will overlap with recommendations from Board on Track and templates from other charters to develop a full draft and present at the September board meeting.

VI. 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 4:50 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM FD Plan (2023-24).docx