



# MARS PLANET FOUNDATION

## January 11<sup>th</sup> 2024 Meeting Minutes

Board Members	Present	Ambassadors	Present
Beth Ziegler - President	X	Lee Ann Riner	X
Carol Knox – Vice President	X	Jenn Giesler	
Amy Riggio - Treasurer	X	Bethany Ratcliffe	
Tricia Holland - Secretary	X	Robin Parsons	
Maura DiGioia	X	Helianna Galvis-Orr	
Kevin Hagen	X		
Liz Porco	X		
Aaron Rose	X	<b>MASD Admin</b>	
Doug Wolf	X	Dr. Elizabeth McMahon	
Vickie Zaccari	X		

The meeting was called to order at 6:32pm.

### REORGANIZATION MEETING

#### Election of 2024 Officers

- ❖ Election of President for one (1) year (Nomination does not require a second)
  - **Carol Knox** nominated **Beth Ziegler**, seconded by **Doug Wolf**. **Tricia Holland** motioned to close the nomination. Beth Ziegler’s nomination was unanimously approved.
- ❖ Election of Vice President for one (1) year (Nomination does not require a second)
  - **Beth Ziegler** nominated **Doug Wolf**, seconded by **Vickie Zaccari**, **Kevin Hagen** motioned to close the nomination. Doug Wolf’s nomination was unanimously approved.
- ❖ Election of Secretary for one (1) year (Nomination does not require a second)
  - **Carol Knox** nominated **Tricia Holland**, **Kevin Hagen** seconded the nomination, **Kevin Hagen** motioned to close the nomination. Tricia Holland’s nomination was unanimously approved.
- ❖ Election of Treasurer for one (1) year (Nomination does not require a second)
  - **Beth Ziegler** nominated **Amy Riggio**, **Kevin Hagen** seconded the nomination, **Tricia Holland** motioned to close the nomination. Amy Riggio’s nomination was unanimously approved.

#### Establish 2024 Board Meeting Dates – Location is MASD Board Room, Start time is 6:30pm

- ❖ Tuesday February 20<sup>th</sup>
- ❖ Tuesday March 19<sup>th</sup>
- ❖ Tuesday April 16<sup>th</sup>
- ❖ Tuesday May 21<sup>st</sup>
- ❖ Tuesday June 18<sup>th</sup> (Location TBD)
- ❖ Tuesday July 9<sup>th</sup> (if needed) (Location TBD)
- ❖ Tuesday August 20<sup>th</sup>
- ❖ Tuesday September 17<sup>th</sup>
- ❖ Tuesday October 15<sup>th</sup>
- ❖ Tuesday November 19<sup>th</sup>
- ❖ Wednesday January 15<sup>th</sup> 2025

#### Appoint Committee Leadership

- ❖ **Fundraising** – Aaron Rose/Amy Riggio/Doug Wolf/Beth Ziegler

- ❖ **Scholarships** – Lee Ann Riner/Vickie Zaccari
- ❖ **EITC** – Doug Wolf
- ❖ **Teacher Enrichment Grants** – Carol Knox/Liz Porco
- ❖ **Communications (Newsletter and Social Media)** – Maura DiGioia
- ❖ **Technology** – Kevin Hagen

**This concludes the re-organization meeting.**

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## **REGULAR MEETING**

**Meeting Minutes** – The Meeting Minutes from November 21<sup>st</sup> 2023 were discussed.

- ❖ Kevin Hagen motioned to approve the minutes as presented, seconded by Carol Knox. The meeting minutes were unanimously approved.

### **Teacher Grant Report – Provided by Carol Knox**

- ❖ Discussed display board teacher grant submission. Multiple questions arose regarding the school district’s process for handling these needs, how the display boards were originally purchased and why the boards have not been included in yearly building budgets.
  - Notwithstanding that a District representative was not present to answer questions to clarify the above, Kevin Hagen motioned to decline the grant request due to not meeting the Foundation’s purposes as stated in its Bylaws; Doug Wolf seconded. Unanimously agreed by all board members.
- ❖ Discussed Mr. Black’s teacher grant as it relates to the Paul Purcell “Kids Win!” grant application. Beth Ziegler to connect Mr. Black and Corey Utz regarding 2025 application.

### **Treasurer Report – Presented by Amy Riggio**

- ❖ Financial report has been e-mailed.
- ❖ Financial report was reviewed at length.

### **Scholarship Report – Presented by LeeAnn Riner**

- ❖ Mrs. Choura passed away recently. A family member was consulted regarding the remaining funds in the Cambrian scholarship fund. Approval has been given to continue offering this scholarship until the \$8,000 is completely distributed.
- ❖ The Belinda Terzich scholarship and the Cambria scholarship are no longer in our scholarship listing. The Terzich foundation has given the approval to donate unused funds to the Foundation’s general fund.

### **Fundraising Reports – Presented by Beth Ziegler**

- ❖ Mars Planet Foundation has been approved for matching donations through BNY Mellon.
- ❖ Scoreboard sponsors
  - Sponsor letter packets are ready for distribution to current sponsors.
  - Letter to solicit new scoreboard sponsors is ready for distribution. Letter is available on the share drive.
- ❖ Discussed water bottle stickers and croc charms. Each of these items will be available at the open house events. Heavily advertise cash only.
  - Consider Paypal or Square if the need is determined. Amy Riggio to review these options.
- ❖ Mars Robotics Association wants to partner with us on a fundraiser. They are going to do a mini golf tournament and are willing to partner with us.

- Amy Riggio to follow-up.

#### **EITC Report – Presented by Doug Wolf**

- ❖ Received confirmation that the DCED has received our application.
- ❖ Nextier Bank has graciously given the Foundation \$20,000 through the EITC program. Doug Wolf to coordinate an onsite meeting/photo op between Nextier, the Foundation, and the District. Discussed spotlighting some of the projects that have been funded with EITC money; Mr. Black's video, VEX robotic kits, gaming lab, etc.
  - Doug Wolf to e-mail Dr. Kostewicz and copy Mr. Churilla.

#### **Technology Report – Presented by Kevin Hagen**

- ❖ Discussed website url routing and domain name ownership.

#### **Communications Report**

- ❖ Social Media
- ❖ Newsletter
  - Discussed content for the Winter newsletter. Maura DiGioia and Tricia Holland to reach out to board members to gather content.

#### **Event Reports**

- ❖ The Foundation will have a table at the upcoming open houses across the district buildings.
  - Thursday February 22<sup>nd</sup> – Middle School Open House (6pm-8pm)
  - Thursday February 29<sup>th</sup> – MAE Open House (5:45pm-7:45pm)
  - Thursday April 4<sup>th</sup> – Centennial Open House (5:30pm-7:30pm)
  - Thursday April 18<sup>th</sup> – Primary Center Open House (5:45pm-7:45pm)

#### **New Business**

- ❖ No report.

Doug Wolf motioned to adjourn the meeting, seconded by Kevin Hagen. Meeting adjourned at 8:14pm.

The next meeting will be Tuesday, February 21<sup>st</sup> 2024, in the Board Room at the MASD Admin building.

**Respectfully submitted by,**

Tricia Holland