



MARS PLANET FOUNDATION

January 18th 2022 Meeting Minutes

Board Members	Present	Ambassadors	Present
Kevin Hagen	x	Cara Schultz	
Tricia Holland	x	Jennifer Stuber	x
Carol Knox	x	Megan Lenz	
Wyatt Lee	x	Robin Parsons	
Lee Ann Riner	x	John Neurohr	
Rochelle Seideneck		Diana Jacoby	x
Vickie Zaccari	x	Katie Caruso	
open seat			
open seat			
MASD Admin		Alternate School Board Member	
Dr. Elizabeth McMahon		Jennifer DiCuccio	

The meeting was called to order at 6:30pm.

Re-organization Meeting

- ❖ Multiple board members raised concerns regarding conducting the re-organization meeting while we do not have someone interested in the treasurer's position with the necessary background. Discussed posting the open board positions on all forums – Mars Planet Foundation website, MASD website, Facebook, Twitter, e-Communicator.
 - **Action Items:** Tricia Holland will assemble the advertisement. Carol Knox will send the information to the school district to post via the e-communicator and the website; Wyatt Lee will post on the Facebook page, MPF website, and send a message through Mobilecause to our contact list.
- ❖ Discussed the Treasurer's position at length and agreed that we are looking for someone with a financial background to take the position; stressed the importance of this position being filled.
- ❖ Discussed the need to create a nomination committee for future elections.
- ❖ Discussed the need to re-do the current committee roles available in the organization.
 - **Action Item:** Tricia Holland and Carol Knox will update the roles and provide to the board for the February meeting for input/feedback.
 - All present board members agreed to table the re-organization meeting to February.

Establish the dates of the 2022 Board Meetings

- ❖ February 15th, March 15th, April 19th, May 17th, June 21st (location TBD), July 12 (subject to cancellation), August 16th, September 20th, October 18th, November 15th, January 17th (2023)
 - All present Board Members voted to approve these dates.

Previous Minutes - The Meeting Minutes from November 16th, 2021 were presented.

- ❖ Carol Knox motioned to approve, seconded by Wyatt Lee. Unanimously approved by all present board members.

Teacher Grant Report – Carol Knox

- ❖ Carol Knox gave an update regarding Mrs. Allhouse’s teacher grant for the greenhouse. Mrs. Allhouse was moved from the middle school to the high school and the teacher taking over her position at the middle school was not interested in taking over the project so Mrs. Allhouse has moved the greenhouse project to the High School. Therefore, the greenhouse will go live in February. She will send pictures and information as soon as she has some available.
- ❖ Carol Knox provided an update regarding Mrs. Hindrichsen’s teacher grant for a large map of Mars and the Moon. The project received public attention with a write up in the Cranberry Eagle.
- ❖ Carol Knox will contact the principals to encourage grant submission and discuss the possibility of an MPF board member attending occasional faculty meetings.
- ❖ Discussed the potential of having teacher liasons for each building as well.
- ❖ **ACTION ITEM**: Carol Knox will send the updated teacher grant application to Wyatt so this can be posted on our website ASAP.

Treasurer Report – Andrea Bowser

- ❖ Motion to approve paying for Foundation website via automated payments.
 - Tricia Holland motioned to approve, seconded by Carol Knox.
 - All present board members approved.
 - Diana Jacoby asked about our tax exempt status.
 - **ACTION ITEM**: Tricia Holland will follow-up with Andrea Bowser regarding this item and will provide an update at the February meeting.

EITC Report - Kevin Hagen

- ❖ Application should be completed soon for 2021-2022.

Scholarship Report – e-mail from Megan Lenz

- ❖ Review MPF Awarded Scholarships – Amount and/or Criteria
 - Mars Planet Foundation Education Scholarship (\$2,500)
 - Amount and criteria will remain the same.
 - Kean Foundation STEM Scholarship (\$2,000)
 - Amount and criteria will remain the same.
 - Kean Foundation Arts Scholarship (\$2,000)
 - Amount and criteria will remain the same.
 - New Scholarship? MPF School Spirit Scholarship.
 - The Foundation will postpone the implementation of this new scholarship until the 2022-2023 school year.
 - **ACTION ITEM**: Vickie Zaccari will work to create criteria so the scholarship is ready by November 2022.
- ❖ Awards banquet will not be held offsite instead the school will host an academic ceremony on-site. Date is TBD. The Board briefly discussed paying for signs for all seniors since we will not incur expenses for the banquet.

Fundraising Reports

- ❖ PlayToWear reached out to Wyatt Lee regarding a fundraiser they did with Seneca Valley teachers where they raised almost \$10,000 for their foundation. Discussed looking into other vendors with name brand products.
 - The foundation will table this idea until next meeting when the new fundraising chair is appointed.

Technology Report – Wyatt Lee

- ❖ MobileCause – no updates

Event Reports

- ❖ No updates

Bylaws Update

- ❖ The Bylaw changes voted on at the previous meeting have been updated.
 - A copy of the updated by-laws is available.

New Business

- ❖ Discussed adding an attendance policy to the by-laws.
- ❖ Carol Knox presented the following wording regarding the Attendance Policy:
 - Section 2.14: Mars Planet Foundation board members are expected to attend monthly meetings. If a Board Member is unable to attend, he/she must notify the President or Secretary prior to the meeting. If a Board Member misses more than three (3) meetings, his/her position may be revoked.
 - Wyatt Lee made a motion to approve the Attendance Policy recommendation as presented; seconded by Carol Knox. All present board members approved.
- ❖ Lee Ann Riner suggested hosting a fundraiser in August, such as a Back-to-School event.
 - For example, the event could be a carnival held at the park right before school is back in session.

Meeting adjourned at 7:53 pm.

The next meeting will be Tuesday, February 15th, 2022 at the Administration Building.

Respectfully submitted by,

Tricia Holland

MPF Secretary