



MARS PLANET FOUNDATION

June 20th, 2023 Meeting Minutes

Board Members	Present	Ambassadors	Present
Beth Ziegler – President	X	Diana Jacoby	
Carol Knox – Vice President		Jenn Giesler	
Amy Riggio – Treasurer	X	Bethany Ratcliffe	
Tricia Holland – Secretary	X	Robin Parsons	
Kevin Hagen	X		
Liz Porco	X		
Lee Ann Riner			
Jenn Stuber	X	MASD Admin	
Doug Wolf		Dr. Elizabeth McMahon	
Vickie Zaccari	X	Alternate School Board Member	
		Nicole Thurner	

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

Meeting Minutes – The Meeting Minutes from May 10th, 2023, were discussed.

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

Scholarship Report – Presented by Vickie Zaccari

- ❖ Big thank you to everyone. Loved that MPF members were all over, greeting people
- ❖ Would like to use Just In Thyme Catering for next year with the same budget. Hopeful to have \$50 more to decorate the space. Currently have an additional \$200 budgeted in preliminary budget
- ❖ Recommendations: Agreed to have pre-reception. Guidance will provide music and slideshow like this year. All presenters will sit closer to stage for easy access. Scholarship submission applications will be open from January through March 15th. We will ask that all scholarship checks are sent in by March 1st. Vo-tech scholarships will be updated

Treasurer Report – Presented by Amy Riggio

- ❖ Discussed tax return
- ❖ Approved for the BCO-10 exemption
- ❖ The Foundation financial report was sent via e-mail
- ❖ Budget
 - Discussed the proposed budget at length.
 - Tricia Holland motioned to approve the Mars Planet Foundation FY 23-24 budget as presented, seconded by Kevin Hagen. Unanimously approved by all present board members.
- ❖ Tricia Holland to send follow-up Scoreboard letters to outstanding sponsors
- ❖ Several teacher grants that were approved in the immediate past fiscal year have not been invoiced by the school district
 - Amy/Beth will contact D. Brandstetter regarding invoicing.

Fundraising Report – Presented by Beth Ziegler

- ❖ Walk Around Mars Process Improvement Discussion

- Recommendations: Planning should begin 1 year prior to the Walk. Sponsor solicitation needs to occur about 6 months prior to Walk. Specifically target donors for a specific amount of prizes.
 - Sponsors – The Foundation has a good solicitation list started. Sponsor solicitation needs to occur about 6 months prior to the Walk. In sponsorship packet, include an envelope with our PO Address. Put logo information on the sponsorship letter. Discussed a separate spreadsheet for donors throughout previous years.
- ❖ Scoreboard Discussion
 - Jenn Stuber motions to approve the proposal for the scoreboard. Amy Riggio seconded the motion. 20% of advertising revenue generated by the scoreboard(s) with a minimum of \$5,000 (the “Floor”) and a maximum of \$12,000 (the “Cap”) to be paid by September 30th of each year, with the Floor and the Cap each adjusted by \$1,000 every third year.

EITC Report

- ❖ HoverCraft Project grant/EITC spend requirement
 - HoverCraft project was rejected by the District Solicitor. This money was originally slated to come out of our EITC funds. Due to this change, MPF must use \$2,245 by June 30th to meet EITC spending requirements. MPF would roll over \$3,755 in EITC funding.
 - Jenn Stuber proposed giving Dr. McMahon \$2,245 towards a 3D printer at the High School, seconded by Tricia Holland. Unanimously agreed by all present board members.

Technology Report – Presented by Kevin Hagen

- ❖ No report

Communications Report – Presented by Jenn Stuber

- ❖ Banners
 - Discussed a Friends of the Mars Planet Foundation banner for downtown Mars businesses that may not be interested in purchasing an individual banner, but may be interested in a smaller donation amount that could be combined to purchase a collective banner.
- ❖ Social media
 - If any board member has material/information that should be posted on social media, please pass this along to Jenn Stuber.

New Business

- ❖ Discussed ordering MPF thank you cards
- ❖ Discussed the open board seat to be filled in September

Tricia Holland motioned to adjourn the meeting, seconded by Jenn Stuber. The meeting adjourned at 8:35 pm. The next meeting will be Tuesday, August 15th 2023 at 6:30pm in the Community Room at Discovery Christian Church.

Respectfully submitted by,

Tricia Holland
MPF Secretary