



MARS PLANET FOUNDATION

September 16, 2025 Meeting Minutes

Board Members	Present	Ambassadors	Present
Beth Ziegler - President	X	Jennifer Antonio	
Amanda Webster– Vice President		Helianna Galvis-Orr	
Kim Vandall - Treasurer	X	Tricia Holland	
Kelly Dunn - Secretary	X	Robin Parsons	
Jeannie Irwin	X	Lee Ann Riner	
Sandy Page	X		
Amy Riggio	X	MASD Admin	
Aaron Rose	X	Dr. Samantha Flanhofer	
Vickie Zaccari	X	Dr. Travis Mineard	X

The meeting was called to order at 6:29 pm.

Meeting Minutes – The Meeting Minutes from May 2025 were discussed.

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

Teacher Grant Presentation

- ❖ Mr. Emhardt – Roller Coaster Physics
 - Grant request for funding of (4) Pasco Roller Coaster Systems. These systems are used as interactive learning tools for advanced math and physics classes. Equipment needed will also include timer systems for data analysis. Each complete roller coaster system set sells for \$1,539, and each timer is \$475. Requesting (4) Systems and timers for a total cost, including shipping and discounts from the supplier of \$8,186.02
- ❖ Mrs. Hoffman – AP Research Heinz History Center Field Trip
 - AP Research is a new course this year at Mars Area High School, and Mrs. Hoffman would like to integrate a trip to the Heinz History Center in Pittsburgh into the course. During this trip, the students will utilize the Detre Library and Archives and explore museum exhibits to aid in their semester-long research paper. Thanks to a grant from the Kamin Family Foundation, all student groups receive free admission to the Center. Mrs. Hoffman is seeking a grant from the Mars Planet Foundation to cover the additional trip costs, including substitute teachers for herself and Mrs. Stutsman, as well as the rental of a bus and driver for the trip. The expected total cost for the trip is \$550. The grant request is for \$550.

Teacher Grant Presentation Discussion

- ❖ Roller Coaster Physics
 - Board discussion occurred regarding granting the request in full or partial amounts, with the remaining amount being awarded in 2026 once the annual EITC donations are received.

- Amy Riggio motions to grant the full request of \$8,186.02 for all four roller coaster units. Beth Ziegler, seconds the motion. A vote was taken and 6-2 in favor of granting the request. Grant request was approved.
- ❖ AP Research Field Trip
 - Board discussion occurred regarding granting the request in full.
 - Sandy Page motions to approve the grant request, and this is seconded by Kim Vandall. Motion passed unanimously among all board members. Beth would notify Mrs. Hoffman ASAP as the field trip would be occurring in just a few weeks.

President's Report – Presented by Beth Ziegler

- ❖ Nothing to report

Treasurer Report – Presented by Kim Vandall

- ❖ Money from all 2024-2025 school year ticket sales should be received by the end of September

Scholarship Report – Presented by Vickie Zaccari

- ❖ Vickie will be contacting past scholarship donors to confirm their returning participation.
- ❖ Jeannie has added links to each scholarship on the Mars Planet Foundation website for easier access to the application instructions.
- ❖ A discussion was held about implementing an administration fee for all scholarships that the Mars Planet Foundation receives, reads, and awards on behalf of the donors.
- ❖ Beth Ziegler motioned to charge all booster clubs a \$50 administration fee for administering their scholarships and a fee of \$100 charged to all other organizations and entities for administering their scholarships. Administering scholarships would include holding funds, accepting applications (including redactions of identifying information), reviewing applications and essays, selecting a recipient, presenting the scholarship, and releasing funds to the scholarship recipient. Kim Vandall seconds this motion. Motion passed unanimously among all board members.
- ❖ Vickie will send updated letters to all scholarship donors to include the new administration fees.
- ❖ Jeannie Irwin introduced a redaction software package that will streamline the scholarship application process and reduce the manual redaction work needed. The total cost of the software is \$300. Kim Vandall motions to approve the purchase of the redaction software in the amount of \$300. Jeannie seconds the motion. Motion passes with a unanimous vote of all board members.

Fundraising Reports – Presented by Beth Ziegler

- ❖ Nothing to Report

EITC Report – Amy Riggio

- ❖ EITC funds needed to pay for CHS course fees for students who qualify for free and reduced lunch will be less than anticipated, as there are only 3 students currently signed up for CHS courses who will qualify.

Technology Report – Presented by Jeannie Irwin

- ❖ Jeannie has updated website photos to more recent photos of completed projects funded by Mars Planet Foundation grants.
- ❖ The switch to Square Space for donation payments was completed.

Communications Report – Presented Jeannie Irwin

- ❖ Jeannie plans to implement a marketing campaign through timed eblasts, newsletters, and social media posts.

New Business

- ❖ Aaron Rose introduced the idea of reaching out to the Mars Applefest coordinators to see if this would be a fundraising option for the Mars Planet Foundation to take over and run.
- ❖ Kelly Dunn discussed clarifying the criteria for grants related to field trips. It was determined that as long as the trip kept to the core requirements of the Mars Planet Foundation and understood it is a one-time only funding for new trip ideas, the Mars Planet Foundation would review grant requests regarding field trips.

Kim Vandall motioned to adjourn the meeting, which Vickie Zaccari seconded. Meeting adjourned at 7:58 pm.

The next meeting will be Tuesday, October 21st, 2025, in the Board Room at the MASD Admin building.

Respectfully submitted by,

Kelly Dunn