

Comet Co- Curricular Committee Voting Board Minutes

April 9, 2019

President Dave Shipley called the meeting of the Voting Board to order at 7:00 p.m. In attendance were the following: Joe Herman, Jason Fellenbaum, Allison Szafran, Jason D'Amico, Mike Lechlitter, Jason Mattern , Dave Shipley and Jen Wolf.

President's Comments: Dave thanked everyone for coming and stated that we have come a long way with the creation of the PMC3 organization. He asked everyone for updates on any projects that they are working on.

Finance Committee: Jason Fellenbaum reported that he is working on getting the grant application into a Google format for the website and hopes to be completed by the end of the week. He also stated that the organization will be unable to use the domain name PMC3 as it is currently taken. Dave Shipley has suggested a variation of the name such as Penn Manor C3 or Penn Manor CCC. All are in favor of using one of the variations and left it at Jason's discretion.

Allison reported that she was able to meet with Fulton Bank concerning the opening of a checking account. They requested a copy of the meeting minutes approving the opening of the account. Jen was able to provide those minutes to Allison. It was decided by the Voting Board that the Willow Street branch of Fulton Bank is convenient for all members and that each will go to the branch to sign the necessary paperwork. Allison will order the minimum amount of checks for the account. Additional checks can be ordered at a later time if the need arises.

Administration Comments: Dr. D'Amico reported that he has created the distribution list for the CCAs and will work on a way to share it with the Voting Board. Dave would like to have the letters mailed to the CCA directors/coaches by April 15. The names of the General Membership representatives will be need in order to alert them to the General Membership meeting to be held in May. He also gave the Board information on a new CCA, the E-sports team. This is an organization that is fairly new and Penn Manor has established a group at the High School. He stated that there are currently 80 students pre-registered to participate. Dr. Lechlitter added that this group is supported by the Emerald Foundation of Lancaster and that he does not see an immediate need for funding.

Joe reported that he has been talking to various CCA representatives about our organization and giving notice on appointing representatives for the General Membership.

Policy Guide Discussion: Dave presented a copy of the Policy Guide and Introduction letter that will be sent to all CCA Directors/Coaches within the next week. There was a discussion concerning the General Membership Representative, it is preferred that it be a parent rather than a coach or director, however no group should be excluded if parent involvement is not in effect. The General Membership meeting will be open to anyone who has an interest in the activities of the PMC3 organization. Allison asked for more clarification on the term "goods and services" as she was under the impression that the PMC3 organization was designated to provide more in the way of capital needs. Dave explained that during the Policy Committee meeting it was determined that there are organizations within the school who

may not require capital needs but may benefit from intangible items such as guest speakers. The parameters will be more adequately defined once the Board receives applications. Dr. Mike stated that the intent of this organization is to avoid small subsidies. Jason Mattern suggested reaching out to Market Street for smaller items such as T-shirts and calendars.

Allison would prefer to pay off of the receipts, however it was discussed that Rhonda Lord felt that this could create tax implications. If the PMC3 organization writes larger checks to vendors, it will create more difficult tax reporting. Allison would like to have a deadline for returning the receipts to PMC3. The suggested time was fourteen (14) calendar days.

Discussion on who is responsible for maintaining items purchased. It was determined that the maintenance of items purchased will be the responsibility of the CCA. Jason F. suggested that verbiage be added to the policy guide stating that PMC3 will not be responsible for the maintenance of purchased items. If the item is on District property, the item becomes the property of the District. Allison questioned who would be responsible for the operation of equipment such as an electronic scoreboard. Dr. Mike stated that the School Board will be approving all purchases and that if it would involve District maintenance or operation it would be presented to the School Board and approval would include such responsibilities.

Jason Mattern presented the concern of excess funds and how they should be handled. It is the Voting Boards expectation that excess funds will be returned to PMC3 no later than fourteen (14) calendar days after the payment has been made to the vendor.

The Policy Guide was approved by a Shipley/Fellenbaum 8-0 motion.

Grant Application: Dave started a discussion on the Application format. Jason F. questioned how Coach/Director approval will be obtained if application is submitted electronically. Jason M. recommended using a PDF format which can be signed and then uploaded to the PMC3 e-mail account. Jason F. will work on creating a PDF format unless he can locate an option to be added to the application for electronic signatures. Dr. Mike suggested that Charles in IT may be able to assist with this task.

The Grant Application was accepted by a Shipley/Wolf 8-0 motion.

Timeline: Dave reviewed the proposed timeline with the next item being the Notice of General Membership Meeting.

Open Items: Dr. Mike thanked the Voting Board members for their willingness to serve and stated that this is a great organization. Jason F. is eager to get started with the application process to see how "things play out".

The meeting adjourned at 8:00 p.m. after the unanimous passage of a Shipley/Fellenbaum motion.

Dave will contact the members concerning a convenient time for the General Membership meeting and the next Voting Board meeting.

Respectfully submitted,

Jennifer Wolf

Secretary