

Comet Co-Curricular Committee

Organizational Meeting

March 11, 2019

Minutes

In attendance: Dr. Mike Leichliter, Dr. Phil Gale, Dr. Jason D'Amico, Mitchell Sweigart, Chris Johnston, Judy Duke, Dave Shipley, Jason Fellenbaum, Allison Szafran, Joe Herman and Jen Wolf

The meeting was called to order by Dr. Leichliter

Dave Shipley volunteered to act as temporary President and Jen Wolf volunteered as temporary Secretary.

Mr. Shipley led a discussion on the appointment of Officers. Mr. Shipley agreed to accept the position of President which was seconded by Mr. Fellenbaum. Mrs. Wolf stated that due to her employment she would prefer not to be Treasurer, however she would consider Vice President or Secretary. Mr. Fellenbaum stated that he would accept any position and agreed to be Vice President which was seconded by Mr. Shipley. Mrs. Wolf accepted the Secretary position and Mrs. Szafran accepted the Treasurer position which were both seconded by Mr. Fellenbaum.

Mr. Shipley asked for a vote to accept the By-laws as written. The By-laws were accepted and seconded by Mr. Fellenbaum.

Dr. Leichliter recommended Mr. Herman as liaison to the athletic Co-Curricular activities. Dr. D'Amico will be the liaison for the non-athletic activities. Dr. Gale will assist with getting the information out to the organizations.

Approval was given to file an application to be recognized as a 501 (c) (3) organization. Per Rhonda Lord, the organization has twenty-seven (27) months to file after becoming incorporated. Mr. Johnston stated that Ms. Lord will be able to assist with the paperwork.

Discussion was had concerning a bank account. Mr. Johnston will be meeting with Fulton Bank later in the week and will ask for information on a non-profit checking account. It was suggested that the account be opened with a minimum of \$1,000.00 which will need to be obtained from the School Board. Approval was given by all members to proceed with the opening of a Checking account. It was discussed that in accordance with the By-laws, all four Officers will need to be listed as signers on the account.

A question was asked concerning when Market Street Sports will release the funds to Penn Manor School District. Mr. Johnston stated that currently the funds are being released as

received. Mr. Sweigart stated that he would like to see the PMC3 organization receive 75% of the funds from Market Street Sports.

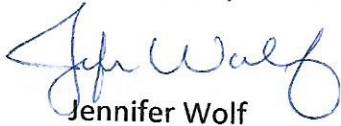
Mr. Shipley suggested that the Voting Board form smaller committees. A Policy Committee was formed which will include The President, Vice President and Secretary. Dr. D'Amico will also be a member of this committee. The Policy Committee will create guidelines for funding requests, create a procedure for submitting requests and develop a method of nominations for new officers. The Audit-Finance Committee will include the Vice President and Treasurer as well as Mr. Sweigart. The Audit-Finance Committee will be responsible to create a timeline for funding as well as financial reporting to the General membership and IRS filing. There will be additional committees formed later in the process.

A Meeting schedule will be determined at a later date based on the district's financial calendar. It was suggested that checks be processed twice per year so that all activities can benefit. Possible dates are early August and mid- January. Mr. Shipley would like to have a meeting with the Policy Committee on April 2, 2019.

Mr. Shipley asked for any other business. Mr. Fellenbaum suggested having the PMC3 organization added to social media. Mr. Shipley asked about having letterhead with a logo. Only guidelines are that organization may not use the Penn Manor School District logo. Dr. Leichter volunteered to contact Brian Wallace to create a logo for the organization.

Mr. Shipley called to adjourn. Mr. Fellenbaum seconded the motion.

Respectively submitted

A handwritten signature in blue ink that reads "Jennifer Wolf". The signature is fluid and cursive, with the first name "Jennifer" and last name "Wolf" clearly legible.

Secretary