

PMC3 General Membership Meeting

May 13, 2019

Voting Board President David Shipley called the meeting to order at 7:00 p.m.

Welcome: Dave welcomed everyone for coming and mentioned that copies of the PMC3 Policy Guide and grant application were available on the front table. Dave also provided the website address of PMC3.

Introductions: Dave introduced himself as President of the PMC3 Voting Board. He proceeded to introduce the additional members of the Voting Board which included Jason Fellenbaum, Vice President, Allison Szafran, Treasurer, Jen Wolf, Secretary and the Ex-Officio members, Dr. Jason D'Amico, Chris Johnston, Joe Herman and School Board member Mitch Sweigart.

Background: Dave presented a slide show on the PMC3 organization. He explained how Penn Manor has entered into an agreement with Market Street Sports and that the PMC3 organization was formed in order to allocate the funds that are paid to the district by Market Street. He stated that various local districts are also using Market Street and have been successful in raising funds for their districts. Penn Manor is unique in that all of the funds will not be put into the general fund. Penn Manor School Board is very excited about the PMC3 organization and looks forward to giving back to the Co-Curricular Activities (CCA).

Dave gave a brief explanation on how the group began and how the current Voting Board Officers were chosen. He explained how the organization filed to become a 5013c organization and how the group created bylaws, a policy guide and a grant application.

General Membership: Dave explained how the General Membership will be a representation of all of the CCAs at Penn Manor. He explained that the preferred representative should be a parent, however, it was stated that it is understood that not all CCAs have parental involvement and in those cases a district employee is acceptable. Dave mentioned that if a district representative is in the General Membership, they may not be elected to be a member of the Voting Board.

The purpose for the General Membership meeting, which will be held annually in May, is to provide the statistical analysis and financial report, elect new Voting Board members and provide feedback on how the distributed funds are being used.

Grant Requests: Deadline for all requests is May 24, 2019. The electronic submission is the preferred method. It was stated that all requests should include at least two (2) price quotes. If quotes are not available, a written explanation is required with the grant application. Prior to submitting a request there should be a discussion between the CCA general rep and the Coach/director. It was noted that joint applications are encouraged.

Grant Process: Once the grant applications are received, the Funding Committee will hold a meeting to review each application. The committee may ask for additional information or clarification. This additional information should be provided to the committee within 7 days. Once the requests are reviewed, the Voting Board will make their decision on the requests. The recommendations from the Voting Board will then be presented to the School Board for final approval. The Voting Board will explain any rejections and any rejected request may be re-submitted at a later date. Once the funds are distributed, the CCA has fourteen (14) days to provide a receipt to PMC3 as well as any unused funds. The CCA is also responsible to provide evidence of usage to PMC3.

Questions:

Can the funds be used to reimburse for prior purchases? No, PMC3 funding is for new purchases only.

Who completes the grant request? It is the responsibility of the General member and faculty member to complete the grant application. Both should sign the form.

If the design is not yet created, how can CCA provide pricing quotes? Voting Board will need to review these types of requests on an individual basis. Additional information may be required.

Is there a minimum amount that needs to be requested? No

Will the PMC3 organization ask to see Booster financials when making a decision on a request? No, the funding from PMC3 will be separate from any funds earned by the Booster organization.

Will the CCA yearly activity budget be affected? No, CCA will continue to receive activity budget. It was noted that any items covered under the activity budget (uniforms, gear, etc.) should not be sent as a grant request to PMC3.

General Information: PMC3 did not want to put restrictions on the application process. Being that this is the first year of the process, it was stated that PMC3 will consider just about any request at this time. New policies may need to be drawn up in the future.

Partial funding requests are encouraged.

PMC3 board will possibly be looking into other fundraising opportunities in the future.

The meeting was adjourned at 7:45

Respectively submitted,

Jennifer Wolf- Secretary