

**Columbia-Montour Area Business & Education Partnership
of the Tri-Chamber Foundation**

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**Tri-Chamber Foundation
Monthly Meeting Minutes
18 January 2007, 11:00 a.m.**

Bloomsburg Area School District Administrative Building

Officers

Ed Edwards, Chairperson

Joseph Scopelliti, Vice Chairperson

Martie Geringer, Secretary

Joseph Scopelliti, Treasurer

Directors Present: Valarie Anderson, Berwick Area Chamber of Commerce; Ed Edwards, Columbia Montour Chamber of Commerce; Tom Fletcher, Bloomsburg University; Joseph Kelly, Bloomsburg Area School District; Sally McGuire, Penn State Hazleton; Rudy Singh, Berwick Offray.

Others Present: Tracy Gillespie, Tri-Chamber Foundation Workforce Development Coordinator; Stephanie Kessler, Tri-Chamber Foundation Facilitator.

Agenda Items: Welcome; Approval of November 2006 and December 2006 Meeting Minutes; Election of Officers for 2007; Strategic Plan Recommendations; Berwick Offray/Benton Foundry Student Job Opportunities; Staff Report; Treasurer's Report; New Business/Comments/Questions.

I. Welcome

The meeting was called to order at 11:10 a.m.

II. Approval of November 2006 and December 2006 Meeting Minutes

Because there was not a quorum, the November 2006 and December 2006 meeting minutes will be on the February 2007 agenda for approval.

III. Election of Officers for 2007

Because there was not a quorum, it was decided that this item would be placed on the February 2007 agenda. The rotation should be as follows: Chairperson – Superintendent (Joe Kelly); Vice Chairperson – Greater Susquehanna Valley Chamber of Commerce; Secretary – Berwick Area Chamber of Commerce (Joe Scopelliti); and Treasurer – Columbia Montour Chamber of Commerce (Ed Edwards).

There was discussion about whether the Greater Susquehanna Valley Chamber of Commerce would remain part of the Tri-Chamber Foundation in the future, and if it did not, then there should be a subsequent organizational name change. Mr. Edwards said that Tom Garvey had resigned from the Tri-Chamber Foundation as a Columbia Montour Chamber of Commerce representation, and that Susan Adams should also be removed from the Tri-Chamber Foundation board. Mr. Edwards said that if the Tri-Chamber Foundation decided to only include directors from both the Berwick Area Chamber of Commerce and the Columbia Montour Chamber of Commerce, Martie Geringer could still sit on the Tri-Chamber Foundation board as a Columbia Montour Chamber representative. Danville Area School District could still participate in Tri-Chamber Foundation programs. Mr. Edwards referred to the

organization's by-laws and read that if a director misses three consecutive meetings, they can be removed from the Tri-Chamber Foundation. It was suggested that the Tri-Chamber Foundation might write a polite letter to the Greater Susquehanna Valley Chamber of Commerce concerning them no longer being a part of the Tri-Chamber Foundation, should that decision be made. It was decided that at the February 1 meeting, directors would discuss whether or not the Greater Susquehanna Valley Chamber of Commerce should be eliminated from the Tri-Chamber Foundation. Directors also stressed the importance of getting more people to the meetings so there was a quorum and so business could be conducted.

Mr. Edwards also read in the by-laws that superintendents were able to delegate the responsibility of serving on the Tri-Chamber Foundation to another district administrator, if they so desired. Also, the by-laws presently state that the Superintendent of Record should be one of the three superintendent representatives on the Tri-Chamber Foundation.

To clarify, there are currently four Berwick Area Chamber of Commerce representatives on the Tri-Chamber Foundation: Valarie Anderson, Sally McGuire, Joseph Scopelliti, and Rudy Singh. There are two representatives from the Columbia Montour Chamber of Commerce, and they are Ed Edwards and Tom Fletcher; there are two vacancies from that chamber at the present. There are two representatives from the Greater Susquehanna Valley Chamber of Commerce, being Martie Geringer and Steve Keifer, and there are two vacancies. Lastly, all three superintendent/school administrator positions are filled, by JJ Cleaver, Joseph Kelly, and Harry Mathias.

IV. Strategic Plan Recommendations

Directors were given the final recommendations to the Tri-Chamber Foundation from the strategic planning sessions, authored by strategic plan facilitator Ken Roush. Mr. Roush was unable to make the meeting, but it was announced he would be at the February 1 meeting to go over his suggestions with directors and to answer any questions they may have. At that time, directors will also have to decide if would like Mr. Roush to put together the strategic plan. Partnership staff was asked to e-mail Mr. Roush's recommendations to all Tri-Chamber Foundation directors so that those not in attendance would also be able to review them.

After directors took a few minutes to read the recommendations, it was decided that they would need to validate the suggestions and then put them into action steps. Some comments from directors included that the organization might want to consider a name change, a change in the by-laws, create an organizational chart, review the staff job descriptions, establish a workforce development committee and a separate school-to-work committee, review the mission statement in 2007 as opposed to 2008, and raise the visibility of the Tri-Chamber Foundation.

V. Berwick Offray/Benton Foundry Student Job Opportunities

This item was not discussed and will be included on a future agenda.

VI. Staff Report

Mrs. Gillespie and Ms. Kessler gave the following staff report:

1. **Educator in the Workplace** – Central Columbia School District received a grant this year for their guidance staff and teachers. They will be using some of the funds for the Educator in the Workplace program. They have approximately 35 teachers participating. Tracy is helping them to coordinate the program. Teachers will receive money from the awarded grant. Applications were given at a faculty meeting on 3 January 2007.

Upon approval from the Tri-Chamber Foundation, Tracy would like to schedule times to discuss EIW at district faculty meetings. We would like to offer educators the option of receiving Act 48 credit hours or a \$300 stipend again this year.

2. **School Counts / Alcoa Grant** – The School Counts Subcommittee met on December 13 to discuss potential ways to spend the \$8,000 Alcoa grant. Their recommendations will be taken to

the Partnership Steering Committee at its January 24 meeting, and then the final recommendations will be shared with the Tri-Chamber Foundation at its February 1 meeting.

3. **Classroom in the Mall** – Dates for Classroom in the Mall have been scheduled as follow: February 21, March 14, and April 18. Three students from each of the eight public high schools in Columbia and Montour counties will be invited to attend, and two students from both Bloomsburg Christian School and Columbia County Christian School will also be invited.
4. **Classroom in the Hospital** – Classroom in the Hospital at Berwick Hospital Center has been scheduled for May 1. Three or four students from each of the eight public high schools in Columbia and Montour counties will be invited to attend, and two students from both Bloomsburg Christian School and Columbia County Christian School will be invited.

The Bloomsburg Hospital has confirmed it will be doing a Classroom in the Hospital program again this spring. A date for that is forthcoming.

5. **WorkKeys Ad Hoc Committee** – So far, Steve Keifer, Harry Mathias, and Bill Forsythe have volunteered to serve on this committee. If anyone else would like to be involved, please let Tracy or Stephanie know by the end of the week, as we would like to schedule a meeting for late January.
6. **Business & Industry Visitations:**
Impress USA
Patriot Metals
CareerLink – discuss partnership
7. **Annual Holiday Breakfast Meeting** – There were 16 individuals present at the annual Columbia-Montour Area Business & Education Partnership holiday breakfast meeting held 7 December 2006 at Balzano's Corner Gatherings in Bloomsburg. Those in attendance heard a presentation from Ken Roush concerning the strategic planning process.
8. **CareerLink Job Fair** – The CareerLink's annual job fair will be held on April 19 at Columbia-Montour AVTS this year.
9. **Annual End-of-Year Breakfast Meeting** – Directors told Partnership staff that they should proceed with arranging an annual end-of-year breakfast meeting. Typically, about 50 business and education partners attend this breakfast, which usually takes place in April.

VII. Treasurer's Report

As the treasurer was not present, no Treasurer's Report was given.

VIII. New Business/Comments/Questions

It was suggested that term dates were assigned to each director, using the organization's fiscal year of July 1 – June 30. Also, changing the dates, times, and/or location of the Tri-Chamber Foundation meetings was discussed, with the intent of getting more directors to attend the meetings.

Directors also discussed the WorkKeys program and Mr. Singh said it was important that businesses gain a solid understanding of the program and how to use it to their advantage. The meeting was then adjourned at 12:20 p.m.

Respectfully Submitted,

Stephanie Kessler
Facilitator