

**Tri-Chamber Foundation
Monthly Meeting Minutes
3 January 2008
CareerLink at Bloomsburg**

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Minutes

Officers

Joseph Kelly, Chairperson
Sally McGuire, Vice Chairperson
Joseph Scopelliti, Secretary/Treasurer

Directors Present: Mr. JJ Cleaver, Berwick Area School District; Mr. Ed Edwards, Columbia Montour Chamber of Commerce; Tom Fletcher, Bloomsburg University; Mr. Joseph Kelly, Bloomsburg Area School District; Ms. Kate Lomax, Central Pennsylvania Workforce Development Corporation; Mr. Harry Mathias, Central Columbia School District; Mrs. Sally McGuire, Penn State Hazleton; and Mr. Joseph Scopelliti, PPL Electric Utilities.

Others Present: Mrs. Tracy Gillespie & Ms. Stephanie Kessler, Tri-Chamber Foundation Co-Facilitators.

Agenda Items: Welcome; Approval of 1 November 2007 Meeting Minutes; Discussion of Strategic Plan; Meeting Schedule for 2008 – Determination of Quarterly Meetings; Staff Report; Treasurer's Report; New Business/Comments/Questions; Adjournment.

I. Welcome

The meeting was called to order by Chairperson Kelly at 12:04 p.m.

II. Approval of Meeting Minutes

Mr. Edwards moved to approve the minutes of the 1 November 2007 Tri-Chamber Foundation board meeting as presented and Mrs. McGuire seconded that motion. The motion then passed by a unanimous voice vote.

III. Discussion of Strategic Plan

Prior to approving the strategic plan, directors engaged in a conversation about it. Mr. Edwards asked staff members to create an Excel spreadsheet that contained a list of the goals for the 2007-2008 fiscal year and include a list of the month each was to take place. At each Tri-Chamber Foundation board meeting, directors would then look at that spreadsheet and discuss where the organization is with regards to each goal.

Staff members reported that the first bi-monthly meeting of the Marketing & Communications Committee was scheduled for 27 February 2008, and that members had been appointed to that committee. The committee will be responsible for drafting a marketing and communications plan for the Tri-Chamber Foundation and then presenting it to the Tri-Chamber Foundation for approval. The committee will then be responsible for suggesting updates to the plan as necessary, and for ensuring the plan is appropriately carried out. It was suggested that this committee make sure articles and photos about the organization's various programs be sent to each of the school districts and the career and technical school so they could be included in newsletters and other publications. Also, the Tri-Chamber Foundation's web site presently contains links to each of the school districts in Columbia and Montour counties, and directors said they would like the individual school district to include on their webs a link to the Foundation's web site. Also, it was suggested that superintendents

be kept informed about the Foundation and its activities through monthly superintendent meetings. Directors also asked staff members to provide them with reports on the evaluations of the Foundation's activities and programs and to make sure this information is shared with the Foundation board and the appropriate school and business contacts.

Once discussion of the strategic plan was complete, Mr. Edwards made the motion to approve the strategic plan as presented, with amendments as noted (being the change of committee names where necessary), and Mr. Mathias seconded this motion. The motion then passed by a unanimous voice vote.

IV. Meeting Schedule for 2008 – Determination of Quarterly Meetings

Directors agreed that the Tri-Chamber Foundation board should begin meeting quarterly, rather than monthly. At the beginning of each month, Foundation staff will be responsible for e-mailing directors with a detailed staff report outlining the previous month's activities. The meeting dates for 2008 are as follow: 3 January 2008, 3 April 2008, 10 July 2008, and 2 October 2008. All four of these meetings are scheduled to begin at 12:00 p.m. and should end around 1:30 p.m., and will be held at the CareerLink on Tenny Street in Bloomsburg.

V. Staff Report

It was reported that Program Committee and Marketing & Communications Committee meetings have been scheduled for 2008, and that each committee will meet bi-monthly in alternating months. Also, a joint breakfast meeting of the Tri-Chamber Foundation board, the Program Committee, and the Marketing & Communications Committee will be held at Portabella's Catering in Lightstreet from 8-10 a.m. on Thursday, 7 February 2008. Board directors were presented with the option of either having a brunch menu or a breakfast menu, and they agreed on the breakfast menu. Invitations for this meeting will be going out in mid-January. The full membership meeting is scheduled for Thursday, 15 May 2008 at Columbia-Montour Area Vocational-Technical School.

Staff members also reported that Bill Duffy of Duffy Systems Solutions had completely revamped the Foundation's web site, and they urged directors to check it out.

Lastly, staff members suggested that Foundation directors consider changing the Student in the Workplace Week program for the next school year, or no longer continue coordinating it, but instead act as a resource to the school districts still wishing to participate in the program. In the November 2007 program, Benton Area, Berwick Area, Bloomsburg Area, and Millville Area school districts were the only ones to participate. The three private schools opted not to hold the program, Danville and Southern Columbia area school districts continued to hold their own programs as they have for several years, and Central Columbia School District is coordinating their own eighth-grade job shadowing program in the spring of 2008, with funds obtained through a grant. Directors asked staff members to check with the Student in the Workplace Week contact person at each school to determine what their needs are for next school year's program and to help the Foundation best decide how to proceed with the program.

VI. Treasurer's Report

Mr. Scopelliti distributed the treasurer's report for 3 January 2008. As of that date, the Tri-Chamber Foundation had \$32,614.30.

VII. New Business/Comments/Questions

On 11 December 2007, Mr. Edwards, Ms. Lomax, Mr. Mathias, and Mr. Scopelliti attended the Gold Medal Initiative Summit in Williamsport. Mr. Edwards said he would like the Foundation to define its role with this initiative, and how it should be promoting it. Mr. Mathias said he would talk to the local superintendents about this item at an upcoming superintendents' meeting, and Ms. Lomax will contact Mr. Edwards and Mrs. Anderson to determine what business representatives should be asked to champion this effort. Ms. Lomax said she will talk with Jeannette Carter to find out what the Foundation's next steps are, and Mr. Edwards asked that this item be included on the next Foundation meeting agenda. Also, directors said they would like information on the Gold Medal Initiative to be presented at the February 7th meeting, and possible at the May 15th meeting as well.

VIII. Adjournment

There being no other business to come before the board at this time, the meeting was adjourned at 1:20 p.m.

The next Tri-Chamber Foundation meeting is scheduled for 12:00-1:30 p.m. on Thursday, 3 April 2008 at the CareerLink on Tenny Street in Bloomsburg.

Respectfully Submitted,

Stephanie Kessler
Co-Facilitator