

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

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**Tri-Chamber Foundation
Monthly Meeting Minutes
21 June 2007
CareerLink at Bloomsburg**

Officers

Joseph Kelly, Chairperson

Sally McGuire, Vice Chairperson

Joseph Scopelliti, Secretary/Treasurer

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

Others Present: Tracy Gillespie, Workforce Development Coordinator; Stephanie Kessler, Facilitator; Ken Roush, Long View Consulting LLC.

Agenda Items: Welcome; Staff Report; Discussion of Strategic Plan; Wrap-Up.

I. Welcome

The meeting was called to order at 8:07 a.m.

II. Staff Report

Mrs. Gillespie had several items to present to the board prior to the strategic plan discussion with Mr. Roush. She first let directors know that the *Press Enterprise's* FYI edition would soon be published and that she had submitted information about the Tri-Chamber Foundation, which would be published for free. She said that for \$46, the Foundation could purchase a box ad. Directors decided just to have information included in the directory, and not purchase an ad.

Mrs. Gillespie brought to the board's attention the fact that more School Counts brochures (for parents, students, and businesses) needed to be printed prior to the start of the 2007-2008 school year. She said that Mr. Dan Casey, the Printing Technology instructor at Columbia-Montour Area Vocational-Technical School, was willing to print the brochures this summer, as he already had the templates saved. She said that he proposed a rate of \$30.00 per hour and that he would not exceed 48 hours of work. Directors asked that Mrs. Gillespie talk with Mr. Casey to see if he could lower the number of hours from 48, and that just School Counts brochures be printed this summer. Letterhead and business cards could be printed during the school year once the students were back in the building. It was decided that 2,000 parent brochures, 2,000 student brochures, and 500 business brochures could be printed. Once all the information was gathered, an e-mail vote could be taken, relative to the printing of School Counts brochures.

III. Discussion of Strategic Plan

At this point, directors engaged Mr. Roush in discussion about the writing of the strategic plan. Mr. Roush said that from the data he'd gathered, the focus of the Foundation was still to be on K-12 and that the vision, mission, and values seemed to have stayed the same. He asked if directors would want to include a background section on the strategic plan, to include how information was gathered, and directors seemed to think this was a good idea. Mr. Roush said he would also need one point of contact for writing the strategic plan, and it was decided that Mr. Kelly would be this contact. Mr. Roush said he also needed to know which goals to include in the plan, and which ones to exclude. He said an organizational chart would also need to be included.

The role of the Tri-Chamber Foundation need to be clearly spelled out, Mr. Roush said. Mr. Fletcher said he believed that had been clarified at an earlier meeting – that the Foundation would set policy, deal with budget and funding, and oversee the Partnership, and that it would meet quarterly. Additionally, the role of the Partnership Steering Committee would need to be clearly defined. The Partnership Steering Committee would only be one subcommittee of the Tri-Chamber Foundation, and the Foundation would need to decide if it wanted more subcommittees. He said the Foundation also might want to appoint a volunteer coordinator. A communications/marketing subcommittee might also be worth looking into. Mr. Roush suggested getting retired individuals to volunteer their time to serve on subcommittees.

Directors also discussed the vital need to get more businesses included in the Partnership, and that it needed to be able to show businesses the value of belonging to the Partnership. Mr. Kelly and Mr. Singh agreed that the Foundation really needs to target its marketing toward business and industry, and to show them that the Foundation is helping K-12 students become better prepared for the workforce. In order to get more business involvement, the chambers of commerce should be utilized more effectively.

Under each goal should be action steps, and resources would have to be defined, and then data would need to be measured. Mr. Roush said he would do the strategic plan and then the Tri-Chamber Foundation would have to create a tactical plan.

In discussion, Mr. Singh said he would like information about the Central Pennsylvania Workforce Development Corporation's plastics internships initiative to be shared with the board. It was also decided that Kate Lomax from CPWDC be invited to serve on the Tri-Chamber Foundation, rather than the Partnership Steering Committee.

IV. Wrap-Up

It was decided that at the August 17 PAC meeting of the two-county superintendents, a Tri-Chamber Foundation update would be given. The next meeting of the Tri-Chamber Foundation is scheduled for July 31 from 8-10 a.m. at the Bloomsburg Area School District administrative building, located at 728 East Fifth Street in Bloomsburg. The meeting was adjourned at 9:59 a.m.

Respectfully Submitted,

Stephanie Kessler
Facilitator