

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

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**Tri-Chamber Foundation
Monthly Meeting Minutes
19 March 2007, 12:00 p.m.**

Bloomsburg Area School District Administrative Building

Officers

Ed Edwards, Chairperson

Joseph Scopelliti, Vice Chairperson

Martie Geringer, Secretary

Joseph Scopelliti, Treasurer

Directors Present: Mrs. Susan Adams, Columbia Mall; Mr. J.J. Cleaver, Berwick Area School District; Mr. Ed Edwards, Columbia Montour Chamber of Commerce; Mr. Tom Fletcher, Bloomsburg University; Mr. Joseph Kelly, Bloomsburg Area School District; Mr. Harry Mathias, Central Columbia School District; Mr. Joseph Scopelliti, PPL Electric Utilities.

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

Agenda Items: Welcome, Handouts, Pennsylvania Free Enterprise Week, Central Pennsylvania Workforce Development Corporation Mini-Grant; Strategic Plan Discussion.

I. Welcome

The meeting was called to order at 12:00 p.m.

II. Handouts

The following handouts were distributed to Tri-Chamber Foundation directors during the meeting: Information on the Central Pennsylvania Workforce Development Coordination business and education partnership grants and the training session pertaining to them, notes from the 1 March 2007 joint Tri-Chamber Foundation and Business & Education Partnership Steering Committee meeting, a current organizational chart, the current facilitator and workforce development coordinator job descriptions, and a proposed co-facilitator job description.

III. Pennsylvania Free Enterprise Week

Mrs. Gillespie reported to directors that she'd been contacted by John Trombetta from the Foundation for Free Enterprise concerning the number of scholarships the Tri-Chamber Foundation would provide for students to attend Pennsylvania Free Enterprise Week 2007. In 2006, 21 students received scholarships from the Tri-Chamber Foundation; however, typically, the Foundation provides scholarships for eight high school students (one from each of the public high schools in Columbia and Montour counties, including Columbia-Montour Area Vocational-Technical School). In 2006, more students were provided with scholarships because there was an excess of tax credit money that needed to be spent. It costs approximately \$500 to send one

student to Pennsylvania Free Enterprise Week. After discussion, Mr. Mathias made the motion for the Tri-Chamber Foundation to provide scholarships to one student from each of the eight public high schools in Columbia and Montour counties and one for Columbia County Christian School for Pennsylvania Free Enterprise Week 2007. Mr. Fletcher seconded this motion, which then passed by a unanimous voice vote.

IV. Central Pennsylvania Workforce Development Corporation Mini-Grant

Ms. Kessler reported to directors that she'd been approached by Kate Lomax from the Central Pennsylvania Workforce Development Corporation (CPWDC) about attending a training session on 4-5 April 2007 pertaining to a grant that CPWDC had received and would be awarding as mini-grants to the business and education partnerships in the regional Workforce Investment Board (WIB). Although guidelines and allocations were not yet available to the business and education partnerships, this information should be available during the training sessions. Ms. Kessler asked if the board would like her to attend this training with Ms. Lomax and Jeanette Frazier, and she said that the expenses incurred from this training could be reimbursed by the grant through CPWDC. Mr. Fletcher made the motion for Ms. Kessler to attend the Pennsylvania Regional Career Education Partnership for Youth Orientation and Strategic Planning Days on 4-5 April 2007, and Mr. Mathias seconded this motion, which then passed by a unanimous voice vote.

V. Strategic Plan Discussion

Mr. Kelly started off this discussion by stating that the Tri-Chamber Foundation needs to clearly define the roles of the Tri-Chamber Foundation and the Business & Education Partnership Steering Committee, and to make sure that the two groups are not duplicating efforts. Mr. Mathias then added that as a result of the 1 March 2007 joint Tri-Chamber Foundation and Partnership Steering Committee meeting, it was decided that the direction of the Foundation should be primarily to focus on K-12 and perhaps higher education. He said that the Foundation should be the oversight board and should deal primarily with matters of budget, setting policy, and goal setting, and that it need only meet quarterly to conduct business. The Partnership Steering Committee then would report to the Foundation and would be in charge of the day-to-day activities of the Partnership and would be responsible for measuring the effectiveness of its programs. Mr. Kelly added to this that during the March 1 meeting, it was decided that the name "Tri-Chamber Foundation" should be retained, even if the organization chose to only include two chambers of commerce. Mr. Mathias said that in talking with Danville Area School District Superintendent Steven Keifer, he was reassured that the school district wanted to remain part of the Partnership, even if the Greater Susquehanna Valley Chamber of Commerce was not a part of the organization. Mr. Edwards said it made sense to keep all seven school districts in Columbia and Montour counties involved.

Directors then reviewed the by-laws and suggested changes that needed to be made, including removing "Danville Area Chamber of Commerce" from them, and changing "Bloomsburg Chamber of Commerce" to "Columbia Montour Chamber of Commerce." Also, the representation of directors would need to be changed to three school district representatives, four Berwick Area Chamber of Commerce representatives, and four Columbia Montour Chamber of Commerce representatives, for a total of 11 directors. Directors also decided to include electronic voting as a valid means of voting.

After reviewing the by-laws, directors looked at the composition of each of the three groups. Representing the Berwick Area Chamber of Commerce would be Valarie Anderson, Tom Fletcher, Sally McGuire, and Rudy Singh. Representing the Columbia Montour Chamber of Commerce would be Susan Adams, Ed Edwards, Martie Geringer, and Joe Scopelliti. The three school district representatives would be J.J. Cleaver, Joe Kelly, and Harry Mathias. As a result of the change in representation decreasing from four to three different groups, the officers would be changed as reflected: President, Vice President, and Secretary/Treasurer.

Directors instructed Ms. Kessler to make the changes to the by-laws and e-mail them to all directors on Wednesday morning, 21 March 2007. Following the distribution of the proposed by-law changes, a conference call would be held on April 4 at 11:00 a.m. in order to vote on these changes. According to the current by-laws, proposed changes to the by-laws must be presented to all directors at least 10 days prior to voting. Mrs. Gillespie will be setting up the conference call on April 4.

IX. New Business/Comments/Questions

Because a quorum was present, the election of Tri-Chamber Foundation officers was completed. Mr. Mathias made the motion to elect Mr. Kelly as the Chairperson, Mrs. Sally McGuire as the Vice Chairperson, and Mr. Scopelliti as the Secretary/Treasurer, and then Mr. Edwards seconded this motion. It was decided that these individuals would serve the remainder of the 2006-2007 fiscal year (July 1 – June 30), and then also serve for the 2007-2008 fiscal year. The motion passed by an affirmative voice vote.

Mr. Scopelliti asked the board if he could approach the Central Susquehanna Community Foundation (CSCF) about doing the accounting for the Tri-Chamber Foundation. He said that CSCF charges a fee of approximately 1% of an organization's annual donations to do its accounting. Mr. Scopelliti said this would cost about \$150-\$250 per year. Mr. Edwards made the motion for Mr. Scopelliti to approach the Central Susquehanna Community Foundation (CSCF) about doing the accounting for the Tri-Chamber Foundation, and Mr. Mathias seconded this motion. The motion then passed by a unanimous voice vote.

Mrs. Gillespie and Ms. Kessler then referred directors to the proposed co-facilitator job description that had been distributed at the beginning of the meeting. They asked directors to consider the two of them being co-facilitators beginning 1 July 2007, since the focus of the organization was going to remain on K-12 and not branch out into workforce development as much. Presently, Ms. Gillespie is the workforce development coordinator and Ms. Kessler is the facilitator.

The meeting was adjourned at 1:16 p.m.

Respectfully Submitted,

Stephanie Kessler
Facilitator