

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

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**Tri-Chamber Foundation
Monthly Meeting Minutes
10 May 2007
CareerLink at Bloomsburg**

Officers

Joseph Kelly, Chairperson

Sally McGuire, Vice Chairperson

Joseph Scopelliti, Secretary/Treasurer

Directors Present: Valarie Anderson, Berwick Area Chamber of Commerce; Ed Edward, Columbia Montour Chamber of Commerce; Tom Fletcher, Bloomsburg University; Joe Kelly, Bloomsburg Area School District; Sally McGuire, Penn State Hazleton; Joe Scopelliti, PPL Electric Utilities.

Others Present: Tracy Gillespie, Workforce Development Coordinator; Stephanie Kessler, Facilitator.

Agenda Items: Welcome; Approval of 12 April 2007 Meeting Minutes; Columbia Montour Chamber of Commerce Opening on Tri-Chamber Foundation Board; Staff Agreement – 1 July 2007 – 30 June 2008; Strategic Plan Writing Proposal; Staff Report; Treasurer's Report; New Business/Comments/Questions.

I. Welcome

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

II. Approval of Meeting Minutes

Mr. Edwards moved to approve the 12 April 2007 meeting minutes as presented and Mrs. McGuire seconded this motion, which then passed by a unanimous voice vote.

III. Columbia Montour Chamber of Commerce Opening on Tri-Chamber Foundation Board

It was announced that there is a vacancy from the Columbia Montour Chamber of Commerce on the Tri-Chamber Foundation board.

IV. Staff Agreement – 1 July 2007 – 30 June 2008

Mr. Fletcher made the motion to approve the staff agreement for Mrs. Gillespie and Ms. Kessler as presented for the year 1 July 2007 – 30 June 2008. Mr. Scopelliti seconded this motion, which then passed by a unanimous voice vote.

V. Strategic Plan Writing Proposal

Directors reviewed the proposal for developing the Tri-Chamber Foundation's strategic plan, as put forth by Mr. Ken Roush. The items he suggested be included in the strategic plan are as follow:

Introduction, Vision, Mission, Values, Strategies, Goals/Objectives/Initiatives for 2007, 2008, and 2009, and Organization Chart.

Mr. Scopelliti said he would like the board to meet with Mr. Roush to discuss what the board would like to see in the strategic plan. It was decided that Mr. Roush should attend the next meeting and engage Mr. Roush in discussion about the specifics of the strategic plan. Mr. Scopelliti made the motion for the board to meet with Mr. Roush to discuss the strategic plan, and Mr. Edwards seconded this motion. The motion then passed by a unanimous voice vote.

VI. Staff Report

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

- 1) **Educator in the Workplace** – There are 11 educators signed up for this summer’s Educator in the Workplace program. Six teachers requested the \$300 stipend and five requested Act 48 hours. Mr. Edwards requested that next year, Andy Ulicny should not go to WHLM Radio again, as he has gone there for the past several years. It was also suggested that the program guidelines be changed and more clearly defined prior to next year’s program. Another suggestion was that educators be given a list of employers to choose from, rather than organizing it themselves.
- 2) **Annual Full Membership Breakfast** – The annual full membership breakfast was held on Thursday, May 4 from 8:30-10:00 a.m. at Columbia-Montour Area Vocational-Technical School. There were 35 individuals in attendance. The keynote speaker was Rachel Smith from Central Pennsylvania Workforce Development Corporation, who talked about WorkKeys.
- 3) **Classroom in the Hospital** – Classroom in the Hospital was held on April 27 at The Bloomsburg Hospital and 11 high school students participated in this program. Classroom in the Hospital was held at Berwick Hospital Center on May 1 with 10 student participants. It was suggested that because spring is a busy time for high school students, maybe the time of year for Classroom in the Hospital should be changed next year.
- 4) **Regional Career Education Partnership** – On May 7, Ms. Kessler attended the first meeting of the Central Pennsylvania Career Education Network, which was held at the Central Pennsylvania Workforce Development Corporation (CPWDC) office in Lewisburg. At the meeting were individuals from CPWDC and representatives from the eight business and education partnerships in the nine-county Central Workforce Investment Board (WIB). Representatives shared information about their partnership and Bill Brock, Kate Lomax, and Rachel Smith from CPWDC talked about the grant that is available to each partnership. There are four targeted activities that each partnership may choose to focus on: WorkKeys, Industry Partnerships, In-Service for Educators, or Re-Connecting Out-of-School Youth. The specific grant guidelines and request for proposals should be coming out within the next few weeks. The representatives from the Columbia-Montour Area Business & Education Partnership of the Tri-Chamber Foundation are Cos Curry from Columbia-Montour Area Vocational-Technical School, Joe Scopelliti from PPL, and Stephanie Kessler. The next meeting of the Central Pennsylvania Career Education Network will be held in September.
- 5) **Pennsylvania Free Enterprise Week (PFEW)** – Board members were reminded that the Tri-Chamber Foundation was providing funds for nine students in the two-county area to attend PFEW this summer. One scholarship was made available to each school and if any schools did not send students to PFEW, their scholarship would be made available to a student from another district.
- 6) **School Invoices** – Mrs. Gillespie reported that the school invoices would soon be distributed to each school and that the invoice amount would be \$.65 per teacher and student, as per the request of the Tri-Chamber Foundation at its previous meeting. Board members said that any school that does not pay its invoice should not be permitted to participate in Partnership activities for the 2007-2008 school year.

- 7) **Job Fair** – Mrs. Gillespie reported that the CareerLink’s job fair, hosted at Columbia-Montour Area Vocational-Technical School, had gone well.

VII. Treasurer’s Report

Mr. Scopelliti distributed the treasurer’s report for 10 May 2007. The ending balance on this date was \$34,955.59.

VIII. New Business/Comments/Questions

It was decided that June 14 would be the target for the next Tri-Chamber Foundation meeting and that it would be held from 8-10 a.m. at Central Columbia School District’s administrative building and that Mr. Roush would be in attendance. Once the exact date was established, board members would be e-mailed with this information.

Respectfully Submitted,

Stephanie Kessler
Facilitator