

**Tri-Chamber Foundation  
Monthly Meeting Minutes  
1 November 2007  
CareerLink at Bloomsburg**

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**Minutes**

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

**Directors Present:** Valarie Anderson, Berwick Area Chamber of Commerce; JJ Cleaver, Berwick Area School District; Ed Edwards, Columbia Montour Chamber of Commerce; Tom Fletcher, Bloomsburg University; Joseph Kelly, Bloomsburg Area School District; Jim Medalie, Kleerdex Co.; Joseph Scopelliti, PPL Electric Utilities.

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

**Agenda Items:** Welcome; Approval of 6 September 2007 Meeting Minutes; Holiday Breakfast Meeting/Meeting Schedule for 2008/Spring Breakfast Meeting; Distribution of Completed Strategic Plan; Staff Report; Treasurer's Report; New Business/Comments/Questions.

**I. Welcome**

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

**II. Approval of Meeting Minutes**

Ms. Anderson moved to approve the minutes of the 6 September 2007 Tri-Chamber Foundation board meeting as presented and Mr. Scopelliti seconded that motion. The motion then passed by a unanimous voice vote.

**III. Holiday Breakfast Meeting/Meeting Schedule for 2008/Spring Breakfast Meeting**

Mr. Kelly referred directors to the tentative Tri-Chamber Foundation board meeting schedule for 2008, which indicated that meetings would be held at 12:00 p.m. at the CareerLink at Bloomsburg on the following dates: January 3, April 3, July 10, and October 2. Mr. Edwards said he would like to hold off on moving to quarterly meetings until after the board was able to review the strategic plan. Mr. Kelly suggested that at the next meeting – being January 3 – directors should discuss whether it was time to move to quarterly meetings.

Directors decided not to hold a joint holiday breakfast for Tri-Chamber Foundation directors and Program Committee members this year, as it had not been attended well the previous year. Rather than trying to hold a combined meeting to discuss the strategic plan before the holidays, it was decided that late January or early February would be a better time to do this. Mrs. Gillespie said she would contact Portabella's to set up this breakfast meeting. She also asked directors if May 15 would be a good day to hold the annual full membership breakfast meeting, and it was agreed that would be a good day. That breakfast meeting will be held at Columbia-Montour AVTS.

#### IV. Distribution of Completed Strategic Plan

Ms. Kessler distributed the completed strategic plan to each director in attendance. (The strategic plan will be mailed to directors not in attendance within the next few days following the meeting.) Mr. Edwards said he would like the board to consider adding three more items to the strategic plan: The regional effort of the Central Pennsylvania Workforce Development Corporation to regionalize business and education partnerships; WorkKeys being used as a regional tool; and the regional effort to unify the business community and the education community in implementing new career education standards. Mr. Edwards said Carl Girton might be available to meet with the board during the January 3 meeting, to discuss the last of these three items.

Mr. Kelly suggested that Ms. Kessler send an e-mail reminder to directors the week after Thanksgiving reminding them to look over the strategic plan and to e-mail her with any changes they would like to have made to the document. Discussion of changes to the strategic plan and possibly adoption of it will appear on the January 3 agenda.

#### V. Staff Report

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

- 1. Pennsylvania Free Enterprise Week 2007** – The following nine students were sponsored by PFEW in Summer 2007: Dennis Threlkeld - Benton Area JSHS; Dylan Golomb - Bloomsburg Area HS; Fallon Heddings - Bloomsburg Area HS; Ashley Miccio - Bloomsburg Area HS; Allison Naumann - Bloomsburg Area HS; Jarad Shannon - Bloomsburg Area HS; Seth Vincent - Bloomsburg Area HS; Sarah Wagner - Central Columbia SHS; and Dagaen Golomb - Columbia-Montour AVTS. John Trombetta from the Foundation for Free Enterprise is scheduled to talk to members of the Program Committee at their January meeting.

- 2. Educator in the Workplace 2007** – Following is a list of the teachers who participated in the Educator in the Workplace program during Summer 2007:

##### **\$300 Stipend**

Steven Spencer	Benton	PA Air National Guard
Gary Stair	Berwick	Briar Creek Township Police
Toni Farides	Bloomsburg	Bloomsburg Public Library
William Miller	Central Columbia	Bloom Health & Fitness Center

##### **Act 48 Credit**

Dione Soboleski	Berwick	Berwick Chamber of Commerce
Heather Hoffman	Berwick	Berwick Public Library
Roger Nunkester Jr.	Southern	Bloomsburg Police Department

In the discussion that followed the report on Educator in the Workplace, Mr. Kelly and Ms. Kessler said they would check to see if Educator in the Workplace could still count toward the Act 48 continuing education requirement for the 2007-2008 school year, as the Act 48 guidelines had become more strict.

- 3. Web Site** – The Tri-Chamber Foundation’s web site address has been officially changed to [www.trichamberfoundation.com](http://www.trichamberfoundation.com). Bill Duffy has been working with Mrs. Gillespie and Ms. Kessler to completely upgrade the site and include more current text and photos.
- 4. School Counts** – Following is a list of the number of student pledge cards collected at each school thus far for the 2007-2008 School Counts program:

Benton	95
Berwick	290
Bloomsburg	114
Central	215
CMAVTS	228
Danville	120

Millville	62
<u>Southern Columbia</u>	<u>121</u>
TOTAL	1,245

Members of the School Counts Subcommittee have made presentations at and collected pledge forms from students at each of the eight local high school in Columbia and Montour counties, between August and October of this year.

The \$8,000 grant for School Counts from the Alcoa Foundation was spent by the deadline, which was the end of September. Each of the seven schools that participated in School Counts in 2006-2007 were given scholarship checks to be distributed at each school's annual senior awards assembly in the spring. A School Counts ad was printed in the *Press Enterprise* at the beginning of the school year. Also, School Counts/Tri-Chamber Foundation promotional items (pens, pencils, lanyards, and travel mugs) were purchased with the grant.

Mrs. Gillespie asked directors if they would like to combine the School Counts business list with the Central Pennsylvania Chamber of Commerce's and with Mt. Carmel's, and directors agreed this would be mutually beneficial for all parties.

Ms. Kessler then asked directors if they would like to randomly choose the recipients of the School Counts scholarships or if they would like the schools to handle this themselves. The board decided the School Counts scholarship recipients should be chosen by each individual school.

5. **Publications** – The Tri-Chamber Foundation's overview brochure and individual program brochures are currently being updated to reflect the organization's new name and updated staff contact information. Text and photos are also being changed. The fall newsletter is almost complete and should be sent to directors by the middle of next week, for their approval, before being sent to the general membership and chambers of commerce for mailing.
6. **Student in the Workplace Week** – This year, Student in the Workplace Week is taking place during the week of November 5-9. Twenty-three businesses are participating through the Tri-Chamber Foundation, and 130 student placements were made. Below is a breakdown of how many student placements were offered to each school:

Benton – 14  
 Berwick – 48  
 Bloomsburg – 38  
 Greenwood Friends School – 7  
Millville – 23  
 TOTAL – 130

This is the first year that Central Columbia Middle School will not be participating in the program, as they are starting their own in the spring of 2008.

7. **WorkKeys** – Jeannette Carter and Rachel Smith are currently reviewing the RCEP grant to be used for the WorkKeys program. So far, the following school districts have confirmed their interest in participating in the WorkKeys program during the 2007-2008 school year: Benton Area High School, Bloomsburg Area High School, Central Columbia High School, Columbia-Montour AVTS, Millville Area High School, and Southern Columbia Area High School.
8. **Funding Committee** – The funding committee met at Columbia-Montour AVTS on October 15, and the following individuals were in attendance: Luanne Bittenbender, Tim Carr, Cos Curry, Tracy

Gillespie, Jennifer Kessler, Stephanie Kessler, and Joe Scopelliti. The following are recommendations the committee created to take to the Tri-Chamber Foundation:

- a. Realistically, a total of approximately \$2,000 should be made available to organizations in the seven school districts and Columbia-Montour AVTS each school year (which would run from July 1 – June 30). The Tri-Chamber Foundation will review its financial state at the end of each fiscal year to determine how much money will be available for these grants during the following fiscal year.
- b. The money should be awarded to organizations/individuals that will be competing in either a national or international level.
- c. Guidelines will be made available to each school district and the career and technical center, and will specify that grant recipients will be from organizations that provide students with advanced work in a specific area, one that promotes career preparation and is school-sponsored. Applicants should be members of organizations (such as SkillsUSA, HOSA, FBLA, FCCLA, FFA, and DECA) that are work-related and that draw on the mission statement of the Tri-Chamber Foundation.
- d. These competitive funds should be available beginning 1 July 2008 and schools should be given information (such as the guidelines and the application) at some point during this school year.
- e. A cap of a \$500 grant should be placed on each applicant.
- f. The application and guidelines should be made available through the Tri-Chamber Foundation's web site and students should apply for funds electronically. When the applications come before the funding committee for review, the students' names and school districts should not be made available at that time.

It was noted that in addition to the members who were able to attend the funding committee meeting, Mr. Edwards and Deb Nevius, a member of the Program Committee, wish to serve on the funding committee. Directors were given a draft grant application and guidelines to examine. This topic will appear on the January 3 Tri-Chamber Foundation board meeting agenda, and if any directors have any suggestions on how to improve either document, they should voice their opinions at that time.

9. **Marketing & Communications Committee** – So far, the following individuals have agreed to be members of the Marketing & Communications Committee of the Tri-Chamber Foundation: Christine DeMelfi from the Columbia Montour Chamber of Commerce, Lorraine Kreisler of Press Enterprise, and Amy Shortlidge of the Berwick Area Chamber of Commerce. Mrs. Gillespie said she had spoken to Donna Harris, the Travel, Lodging, and Marketing Careers instructor at Columbia-Montour AVTS, and that Mrs. Harris had suggested maybe having one of her students be involved with this committee (which will meet every other month). Directors suggested this idea be taken to the committee to decide how many students they would want to serve on it. If student representation was sought from one school, it would need to be offered to all schools, most likely on a rotating basis.

## **VI. Treasurer's Report**

Mr. Scopelliti gave the treasurer's report for 1 November 2007. As of that date, the ending balance was \$36,419.73.

## **VII. New Business/Comments/Questions**

There being no other business to come before the board at this time, the meeting was adjourned at 1:05 p.m.

Respectfully Submitted,

Stephanie Kessler  
Co-Facilitator