

# Sun Prairie Business & Education Partnership

## Board Meeting Minutes



**Date:** January 21, 2016, at the Sun Prairie Costco

**Board Members Present:** James Ackley, Karen Bailey, Jill Conaway, Seth Degnan, Nancy Everson, Krista Kaltenberg, Shannon Krachey, Stephanie Leonard-Witte, Patrick Malinowski, David Rippl Corey Shefchik, Shirley Statz, Chris Swenson, David Thwing, Phil Wiedenbeck, and Chad Wojtysiak

**Guests:** Jenny Stebnitz, Scott Nigbor from Elite Chiropractic, Pete Goetsch from Fleet Feet, Zach Weber from Costco (our host), and Terrance McNamara from Bright Horizons

1. **Call to Order:** Meeting called to order by President David Rippl at 7:36 a.m.
2. **Approval of Minutes:** Motion by Shirley Statz, second by Chris Swenson, to approve the December 17 minutes. Motion carried.
3. **Parent Forum:** There were no parents present who requested to speak.
4. **Guests:** There were a number of guests present today thanks to Jenny Stebnitz. Guests included Nigbor, Goetsch, and McNamara.
5. **Student Feature:** Student Tyler Sheehy could not attend due to final exams at the high school. There was no report.
6. **Treasurer's Report:** Everson reported over \$4,255 in expenses due to the recreation of the BEP website. The funds to cover this expense were taken out of the Endowment Fund and moved to the checking account. Due to the volatility of the market recently, Swenson feels that the market is close to the bottom. It's uncomfortable for everyone, but we're OK.
7. **Membership Report:** Swenson reported that Costco was the first member to pay their dues for the fiscal year. He distributed the information packets that have been prepared to hand out to prospective members. Initial feedback was that the packet was pretty pedestrian and could use a "WOW" factor, using pictures to tell the story of BEP. Jenny Stebnitz recommended putting a business card or label in the folder. Other suggestions included using bulleted points to highlight BEP's various activities instead of so much text. The conversation then turned to a discussion of having some type of brochure for BEP that is colorful, succinct, with lots of pictures, telling BEP's story. Conaway worked on the last one and is willing to update it. Ackley suggested that the brochure be organized by grade level (Example: Grade 1 – Reading Buddy Program; Grades 4-5 – GRIT; etc.) Zach Weber from Costco discussed the type of brochure that the SP Lions Club has. He volunteered to share it with BEP to further the discussion on where to go with this project.
8. **Pending Activities**
  - a. **Update of Recent Successes:** Everson reported that the mock interviews for approximately 100 students at the high school in January went extremely well. We had a number of "newbies" who really seemed to enjoy the experience. Students commented that this was a great experience for them. Everson also reported that feedback from students involved with Reality Rocks was also extremely positive. Students commented on the value of having actual

business people there at the various booths—how this made it seem so much more real to them.

- b. **Calendar of Events/Meeting Location:** Everson distributed a calendar of upcoming events. She pointed out the GRIT recognitions that were scheduled at each elementary school (January 22 through February 2), the recognitions at PVMS and PMMS on February 2, and Career Night at Cardinal Heights on February 2. The chairs at the elementary level have their volunteers lined up. Help, however, is needed on February 2 at both middle schools.
- c. **Cardinal Heights Career Fair:** Everson reported that help is needed recruiting volunteers for various career areas on Tuesday, February 2, from 5:45 until 8:00 p.m. Approximately 600 students will be involved, along with their parents. Board members who have possible names to recommend were encouraged to contact Everson.
- d. **Middle School Career Fair Update:** Shefchik reported that the event is set for February 5 at Patrick Marsh, and they are all ready to go. Thanks to the BEP members who have volunteered to help out with this event.
- e. **Working Wednesdays:** Dison reported that information has been sent to BEP members, and he has developed a schedule. Employers who are seeking employees will be provided a table that they will “man” during the two lunch hours at the high school (approximately 800 students each lunch). After BEP members have been given the opportunity to sign up, then non-dues paying BEP members will be given the opportunity to sign up (the fee has yet to be determined).
- f. **Website Update:** Everson reported that the website continues to be worked on and that a link for everyone to look at will be sent out soon. It was suggested by Stebnitz that BEP have a designated photographer on board so that the website stays fresh with new pictures. Everson suggested that board members need to take pictures with their Smart Phones at various events and forward them to her.

## 9. Ongoing Projects

- a. **Adopt-A-Future:** Leonard-Witte will check with Dr. Saron’s office to see where we are at with this project.
- b. **Prairie Voices:** No report as Butler was not present.
- c. **Adopt-A-Class:** Rippl reported that this will be reviewed in the spring.

## 10. New Items Brought Forward

- a. **Volunteer Sign-up:** Stebnitz shared the idea of using Sign Up Genius. This program keeps the volunteer list organized and sends out a reminder notice automatically a day or two before the event. This is a tool that BEP could possibly start using for the various programs that need volunteers. Stebnitz also suggested doing a follow-up when BEP has guest volunteers. She volunteered to help with this.
- b. **Thanks to Costco:** President Rippl thanked Costco for hosting the January meeting. Zach Weber told board members about Costco’s community involvement and all the good things it does for SP. Board members were

surprised to learn that Costco beats the government price for paper and supplies SPASD's paper needs. Way to go, Costco!

11. **Adjournment:** Motion by Degnan, second by Wojtysiak, to adjourn the meeting at 8:58 a.m. Motion carried.

***Our next meeting will be held on Thursday, February 18 at Frontier Communications.***