

**Palmyra-Eagle Area School District
Public Relations Committee Meeting
Mrs. Tara LeRoy, Chairperson
Wednesday, November 9, 2022 - 5:00 PM
Palmyra-Eagle High School Community Center
Meeting Minutes**

All meetings are subject to Wisconsin Statutes – Open Meeting Laws (19.81-19.98)

- I. **Call to Order:** The meeting was called to order by Committee Chair, Tara LeRoy, at 5:17 pm

- II. **Roll Call – quorum (2) of this committee required to proceed**
 - A. Attended: Tara LeRoy and Doris Parsons
 - B. Absent: Kristiana Williams
 - C. Others Present: PR Specialist - Caitlin Kircher and District Executive Assistant - Traci Plotz

- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved

- IV. **Agenda**
 - A. Approval of October 2022 Meeting Minutes: The October 12, 2022 meeting minutes were reviewed and approved.
 - B. Updates on the District Newsletter: Caitlin Kirchner reported that she is still gathering information for the Newsletter and the content will be going to the printer the week of Thanksgiving for the graphic design work to be completed. We should be able to have printed and in the mail by December 1st.
 - C. Discussion regarding the Electric Bus Grant: It was discussed that the district should prepare a press release to go to the paper regarding the Electric Bus Grant that the district recently received.
 - D. Follow up Discussion regarding the Science Ovens Donation: Caitlin Kirchner reported that she has finally been able to get a picture of the ovens and will be creating a post to go out on facebook soon.
 - E. Updates on STEP Program for Tax credits for Senior Citizens: Traci Plotz reported that we need to do some more research on how the STEP program works before we begin to advertise for it. We need to know who is going to be the coordinator and contact for the program, along with how the tax credit/payment will work.
 - F. PR Coordinator Updates: Caitlin Kirchner did not have much to report other than what was discussed in the agenda items.

- V. **Next Meeting:** December 14, 2022 at 5:30 pm - Community Center

- VI. **Adjourn:** The meeting was adjourned at 5:47pm.

Respectfully submitted,

**Traci Plotz
District Executive Assistant**