



**MONROE TOURISM DEVELOPMENT AUTHORITY  
REGULAR MEETING**

City Hall Conference Room  
300 W. Crowell Street  
Monroe, NC 28112  
Thursday, April 9, 2026 - 8:30 AM

**AGENDA**

1. Approval of Minutes of Monroe Tourism Development Authority Meeting of March 12, 2026
2. Finance/Occupancy Report
3. Fiscal Year 2026-2027 Budget
  - Public Hearing
  - Action – Resolution and Budget Ordinance to Adopt FY 2026-2027 Budget
4. Dowd Center Theatre Update
5. Monroe Science Center Update
6. Science Center Grant Approval and Budget Amendment

**MONROE TOURISM DEVELOPMENT AUTHORITY  
REGULAR MEETING  
CONFERENCE ROOM  
300 W. CROWELL STREET, MONROE, NC 28112  
MARCH 12, 2026 – 8:30 A.M.  
MINUTES**

**Present:** Chairman Robert Burns, MaryAnn Rasberry, Gina Day, Jennifer Moore, Bill Heisner, Arpan Bhakta, and Ron Hinson (arr. 8:35 a.m.)

**Absent:** Sheila Crunkleton, and Joyce Rentschler

**Staff Present:** Parks & Recreation and Tourism Director Pete Hovanec, Finance Director Lisa Strickland, Assistant Finance Director Ashley Ivey, Tourism Administrative Assistant Kristen Hensley, Assistant City Manager Jeff Wells, Science Center Supervisor Lauren Fike, Dowd Center Theatre Operations Supervisor Tim Pappas, Assistant City Manager Lisa Hollowell (arr. 8:42 a.m.)

**Staff Absent:**

**Visitors:**

Chairman Burns called the Monroe Tourism Development Authority Regular Meeting of March 12, 2026 to order at 8:32 a.m.

**Item No. 1 Approval of Minutes of Monroe Tourism Development Authority Regular Meeting of January 8, 2026.** MaryAnn Rasberry made a motion to approve the Minutes of Monroe Tourism Development Authority Regular Meeting of January 8, 2026. Gina Day seconded the motion, which passed unanimously with the following votes:

AYES: Day, Moore, Heisner, Rasberry, Bhakta

NAYS: None

**Item No. 2 Finance/Occupancy Report:** Ashley Ivey presented the Finance/Occupancy Report. She stated that the occupancy tax collections through January totaled \$68,838. She stated that while the month of January figures were right in line with last year, the figures overall are down 3% compared to last year.

Ashley Ivey stated the cash balance for the Capital Project Fund is \$10,400 for the Rotary Picnic Shelter, and the balance of the Occupancy Tax Special Revenue Fund is \$399,920. She gave a brief recap of the Science Center Operating Activity.

Pete Hovanec, Mayor Burns, Gina Day and Arpan Bhakta had a brief discussion regarding the reduction in travel for March 2026 and discussed how the proposed new hotel in Indian Trail might affect hotel business in Monroe, specifically bookings from the leisure industry, citing the Sportsplex in Matthews as an example.

**Item No. 3 Fiscal Year 2026 Audit Contract for the Monroe Tourism Development Authority:** Ashley Ivey presented the Audit Contract for Fiscal Year 2026 and explained that the TDA is in the third year of a five-year service agreement.

She requested the Board's approval of the Audit Contract for Fiscal Year 2026. Ron Hinson made a motion to approve the Audit Contract with Martin Starnes & Associates, CPA's, P.A. for \$8,500. MaryAnn Rasberry seconded the motion, which passed unanimously with the following votes:

AYES: Day, Moore, Heisner, Rasberry, Bhakta, Hinson

NAYS: None

**Item No. 4 Budget Presentation and Call for Public Hearing:** Pete Hovanec noted that the budget for the upcoming fiscal year will be scaled back. Last year, the budget was approximately \$140,000 and this year it will be closer to \$60,000. He noted that on the operational side, the budget will be leaner this year.

Pete Hovanec presented several spreadsheets on the screen and went over multiple line items.

Notable changes from last year include:

- Reduction in budget for marketing and promotions from \$80,000 to \$20,000
- Elimination of the hangar rental fee at the airport (\$20,000 reduction)
- Printing fees will be reduced from \$10,000 to \$5,000
- Office supplies and computer equipment will increase slightly, and the fee for the annual audit will increase from \$8,000 to \$8,500

Pete Hovanec explained how the Science Center needs to repair, or replace certain existing exhibits as well as add new exhibits. He noted that the Special Revenue Fund is currently at approximately \$400,000 and he requested that the Board approve allocating \$100,000 from this fund over the next 1-2 years to go toward the Science Center.

He further explained that the life expectancy for exhibits was about five years and most of the current exhibits are older than that, having been purchased before the museum opened. He proposed allocating this money toward the Science Center rather than putting it toward the previously discussed mini-golf course. He stated that the purchase of new exhibits for the Science Center could include outdoor exhibits as well.

Mayor Burns inquired what the \$400,000 Special Revenue Fund balance was set aside for. Lisa Strickland and Pete Hovanec explained it could be allocated for projects at the Board's discretion.

Pete Hovanec explained that both he and Lauren Fike have a better understanding of the types of exhibits the community would utilize at the Science Center, having purchased most of the current exhibits before the museum opened.

Bill Heisner explained he was new to the Board and noted how the Board allocates a large portion of the budget to the Science Center. He inquired whether the Science Center was bringing tourists to Monroe

and whether the Science Center was an attraction which led to hotel room rentals. He noted that the Science Center has not generated revenue in prior years and initiated a discussion regarding allocating more money toward the Science Center.

Pete Hovanec noted how the Science Center benefits the community and enhances quality of life for Monroe residents.

Bill Heisner inquired whether allocating more money to the Science Center would be limiting the Board's ability to do something else to bring tourists to downtown Monroe. He emphasized that the Board's purpose is to promote tourism.

Ron Hinson suggested giving the Science Center, as well as the Dowd Center Theatre more time to see what works best for the people of Union County.

Mayor Burns explained that the Science Center was built with the expectation of a 10-15 years long commitment of investment and praised Lauren Fike and her team for determining what needs to be improved and what appeals to the local community. Mayor Burns suggested continuing to invest in the Science Center and allocating the requested funds for new exhibits as well as marketing efforts for these new enhancements to the museum.

Pete Hovanec briefly discussed the need for community involvement in fundraising to help the Science Center and Dowd Center Theatre.

Lisa Strickland gave a recap of the Science Center figures and stated it will never be able to sustain operating costs from admission prices alone.

Pete Hovanec displayed the Science Center budget on the screen, noting an increase of \$5,000 to enhance programming, but a reduction in the marketing budget.

Gina Day initiated a discussion regarding what the Board is actively doing to promote tourism. Pete Hovanec discussed videos being produced, social media marketing, and the use of data such as zip codes which visitors to the Science Center provide and can be used for targeted marketing campaigns.

In response to this discussion, Lauren Fike stated she will present reports at next month's meeting analyzing the zip code data to show where visitors to the museum are travelling from.

Gina Day expressed concern for reducing the marketing budget for the upcoming fiscal year and the Board discussed.

Mayor Burns suggested coming up with a marketing plan, not from outside consultants, but from existing City of Monroe staff members. Pete Hovanec stated he will contact the City of Monroe Communications team and further research this possibility. Assistant City Manager Lisa Hollowell suggested including staff members from multiple departments to accomplish this and present a plan at the next meeting.

Ron Hinson made a motion to call for a public hearing for the 2026-2027 budget on April 9, 2026. Gina Day seconded the motion, which passed unanimously with the following votes:

AYES: Day, Moore, Heisner, Rasberry, Bhakta, Hinson

NAYS: None

**Item No. 5 Dowd Center Theatre Update:** Tim Pappas stated that the Dowd has welcomed 1,700 visitors in 2026 to date.

He stated that they are trying to do an overarching theme each month for their film screenings. Three films were presented last month in honor of Black History Month, and this month is a “reel” lucky film series.

He explained that the gallery completed its quarterly changeover, and now features local artists Bill Colt and Kathy Rorie through June.

Tim Pappas explained he is working with the library and local community members to present a “History of the Center Theatre” including an exhibit which is planned for this summer. The original 1940 Center Theatre projector was restored by Technical Specialist Paul Ryznik and is now permanently displayed in the lobby.

He explained how programming continues to expand for the current season, while 2026-27 planning is underway. Musical, family, and variety acts have been secured with season announcements anticipated this summer, alongside the testing of new ticket models, such as discounted rates for the purchase of tickets to more than one event.

He also discussed how he would like to establish a regular, reliable schedule for the community, such as movies on specific nights, music on specific nights, etc. so that the community would associate the Dowd with a regular weekly or monthly schedule.

Tim Pappas discussed how four part-time Customer Service Representatives were onboarded, and new uniforms have been implemented so that staff are highly visible from any location within the facility.

**Item No. 6 Monroe Science Center Update:** Lauren Fike presented an analysis of admission data on the screen. She presented ratios of general admission, school field trips, regular groups and birthday parties for the past three years.

She stated that the Free Day event in January welcomed 980 visitors, and that they were planning another Free Day for April.

She stated that the Science Center will be opening to the public Tuesdays this summer from 9 a.m. to 1 p.m. in addition to their regular schedule Wednesday through Saturday 9 a.m. to 5 p.m.

She stated that they are busy with school trip visits and already booking camps and groups for the summer, as well as private events.

Mayor Burns made a motion to adjourn. Arpan Bhakta seconded the motion, which passed unanimously with the following votes:

AYES: Rasberry, Hinson, Day, Moore, Heisner, Bhakta

NAYS: None

The meeting adjourned at 9:43 a.m.

ATTEST:

\_\_\_\_\_  
Robert Burns, Chairman

\_\_\_\_\_  
Kristen Hensley

MTDA/3-12-2026

DRAFT

**CITY OF MONROE, NORTH CAROLINA  
HOTEL OCCUPANCY TAX COLLECTIONS HISTORY**

Month	Collections								Total from	Total from	Inception	
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025		FY2026
July	\$50,935.50	\$57,757.87	\$49,237.75	\$52,555.67	\$50,502.69	36,361.82	\$58,632.48	\$77,203.59	\$71,311.91	\$70,875.15	\$77,308.09	
August	48,845.23	56,430.47	53,328.43	53,326.15	56,119.30	33,717.52	\$57,897.52	\$72,112.89	\$70,250.44	\$76,578.66	75,481.12	
September	43,971.63	52,501.28	49,280.40	57,322.54	54,601.79	36,333.99	\$57,646.95	\$67,860.45	\$70,961.74	\$80,412.65	73,710.88	
October	50,450.31	62,852.14	54,883.77	61,478.56	58,576.63	47,918.88	\$60,324.82	\$72,465.20	\$78,388.15	\$90,971.64	83,244.67	
November	44,935.28	53,718.49	52,159.03	52,344.58	44,677.93	33,689.77	\$62,776.88	\$69,846.82	\$66,133.93	\$78,695.22	70,001.39	
December	37,857.15	42,905.99	43,020.41	41,248.49	35,855.88	30,608.58	\$55,627.44	\$58,041.30	\$61,688.92	\$62,565.29	62,864.60	
January	47,446.36	49,314.76	44,917.89	45,790.70	37,998.34	34,555.26	\$47,425.62	\$57,371.07	\$66,446.68	\$68,625.18	68,838.50	
February	49,690.07	50,786.19	49,090.46	50,174.09	41,074.64	35,790.58	\$55,074.93	\$64,640.72	\$62,730.49	\$53,143.41	62,845.12	
March	54,238.06	58,370.59	58,151.91	55,628.08	44,213.52	49,982.86	\$68,473.24	\$77,373.44	\$73,443.47	\$99,912.45	-	
April	56,185.32	54,463.65	55,541.22	52,298.83	24,603.84	54,315.36	\$72,023.49	\$69,155.17	\$68,463.29	\$77,453.41	-	
May	55,415.35	59,183.07	56,465.45	58,606.08	30,748.09	57,003.16	\$72,299.75	\$76,655.92	\$77,856.16	\$86,423.02	-	
June	56,036.83	53,968.10	56,273.88	54,481.57	36,285.75	57,435.41	\$72,729.08	\$74,197.82	\$80,517.94	\$82,066.87	-	
Penalties/Interest	40.29											
<b>Total Collections</b>	<b>\$596,047.38</b>	<b>\$652,252.60</b>	<b>\$622,350.60</b>	<b>\$635,255.34</b>	<b>\$515,258.40</b>	<b>\$507,713.19</b>	<b>\$740,932.20</b>	<b>\$836,924.39</b>	<b>\$848,193.12</b>	<b>\$927,722.95</b>	<b>\$574,294.37</b>	
<b>Distribution of Collections</b>												
Administrative Fee	\$17,881.42	\$16,522.53	\$16,415.73	\$16,352.55	\$15,152.58	\$15,077.13	\$17,409.32	\$17,296.09	\$18,481.93	\$19,277.23	\$15,742.94	\$486,609.27
Operating (2/3)	\$385,443.97	\$423,820.05	\$403,956.58	\$412,601.86	\$333,403.88	\$328,424.04	\$482,348.59	\$546,418.86	\$553,140.79	\$605,630.48	\$372,367.62	\$6,192,230.77
Capital (1/3)	\$192,721.99	\$211,910.02	\$201,978.29	\$206,300.93	\$166,701.94	\$164,212.02	\$241,174.29	\$273,209.43	\$276,570.40	\$302,815.24	\$186,183.81	\$4,759,030.34
	<b>\$596,047.38</b>	<b>\$652,252.60</b>	<b>\$622,350.60</b>	<b>\$635,255.34</b>	<b>\$515,258.40</b>	<b>\$507,713.19</b>	<b>\$740,932.20</b>	<b>\$836,924.39</b>	<b>\$848,193.12</b>	<b>\$927,722.95</b>	<b>\$574,294.37</b>	<b>\$11,437,870.38</b>

**Operating Fund Activity:**

Fiscal Year	Total Revenue*	Operating Expense	Capital Fund Transfer Out	increase/(Decrease in Net Assets)	Fund Balance
2004	\$ 172,430	\$ 249	\$ 114,830	\$ 57,351	\$ 57,351
2005	245,420	49,354	163,613	32,453	89,804
2006	268,539	70,628	176,514	21,397	111,201
2007	292,730	69,590	191,873	31,267	142,468
2008	319,940	79,519	210,593	29,828	172,296
2009	327,232	85,108	217,376	24,748	197,044
2010	286,292	105,147	190,079	(8,934)	188,110
2011	306,323	141,300	199,809	(34,786)	153,324
2012	338,380	218,328	214,473	(94,421)	58,903
2013	366,349	157,025	223,162	(13,839)	45,064
2014	389,562	132,144	239,765	17,653	62,717
2015	505,323	229,769	193,164	82,390	145,107
2016	603,262	324,214	192,722	86,326	231,433
2017	677,786	243,750	211,910	222,126	453,559
2018	634,804	270,913	201,978	161,913	615,472
2019	643,745	257,345	206,301	180,099	795,571
2020	599,412	270,236	166,702	162,473	958,044
2021	501,615	385,603	164,212	(48,200)	909,844
2022	732,524	459,705	241,174	31,645	941,489
2023	973,580	720,369	273,209	(19,999)	921,490
2024	1,068,593	788,070	276,570	3,953	925,443
2025	1,189,749	930,860	302,815	(43,927)	881,516

**Fund Balance as of June 30, 2025**

**\$881,516**

**Capital Expense History:**

Professional Fees for Civic Center	86,838
Monroe Park Master Plan and Site Assessment	23,058
Air Museum Advance Planning	19,240
Purchase of "The Tinker Belle"/Capital Upgrades	255,177
Storage Building	8,175
Tourism Study	7,500
Snow Machine	6,129
Center Theatre Property/Adjacent Property Purchase	508,770
Purchase of 318 E. Franklin Street Property for Science Center & Capital Improvements/Consulting/Fun	5,038,358
Capitalized Equipment/Exhibits - Science Center	786,625
Center Theatre Expansion	332,497
Branding Initiative/Website Design	33,830
NC DNCR Grant Capital Equipment Expenses - Science Center Exhibits	100,000

**Cash Balance of the Capital Project Fund  
as of March 30, 2026**

Projects:	
Monroe Science Center Building	-
Science Center Exhibits	-
Rotary Picnic Shelter Project	10,400.24
	<u>10,400.24</u>
	<u>\$ 10,400.24</u>

**Occupancy Tax Special Revenue Fund Operating Activity FY 2026**

		<u>Budget</u>	<u>FYTD Actual</u>
Revenue:	Occupancy Tax	288,413	\$ 165,445
	Sales of TinkerBelle	-	-
	Investment Earnings	17,481	8,696
	Appropriation of Fund Balance	-	-
	<b>Total</b>	<b>305,894</b>	<b>174,141</b>
Expenses:	Debt Service - Principal & Interest	256,848	27,326
	Debt Service - Bond Admin Fees	1,056	1,144
	<b>Total</b>	<b>257,904</b>	<b>28,470</b>
<b>Net Income (Loss)</b>		<b>47,990</b>	<b>145,671</b>

**Fund Balance History of the Occupancy Tax Special Revenue Fund**

Fiscal Year	Total Revenue*	Debt Service Expense	Capital Fund Transfer In/(Out)	Increase/(Decrease in Net Assets)	Fund Balance
2022	\$ 241,649	\$ 254,351	\$ 260,565	\$ 247,863	\$ 247,863
2023	278,051	258,403	-	19,648	267,511
2024	406,745	256,665	(70,000)	80,080	347,591
2025	306,639	251,116	(3,194)	52,328	399,920

**Monroe Science Center Operating Activity FY 2026**

	<u>Budget</u>	<u>Current Year Actuals</u>	<u>Prior Year Actuals</u>
Revenue:	251,000	\$ 120,958	\$ 177,617
	60,000	23,378	34,358
	12,375	6,458	4,687
	0	-	-
	6,000	-	-
	<b>329,375</b>	<b>150,794</b>	<b>216,663</b>
Expenses:	439,604	287,710	391,410
	7,100	5,232	7,397
	10,000	3,436	12,207
	9,000	2,731	6,617
	20,200	20,396	1,444
	750	318	285
	4,711	4,711	3,871
	15,000	6,695	19,318
	2,000	-	1,751
	3,000	3,484	6,977
	500	893	1,794
	1,367	1,253	6,139
	26,920	23,840	24,416
	20,000	7,451	18,119
	750	660	650
	861	946	879
	2,500	1,444	6,023
	11,391	10,866	7,406
	<b>575,654</b>	<b>382,066</b>	<b>516,702</b>
<b>Net Income (Loss)</b>	<b>(246,279)</b>	<b>(231,271)</b>	<b>(300,039)</b>

**MONROE TOURISM DEVELOPMENT AUTHORITY  
RESOLUTION TO ADOPT AN ANNUAL  
BALANCED BUDGET FOR FISCAL YEAR 2026-2027**

**R-2026-01**

**WHEREAS**, the Monroe Tourism Development Authority is required by the North Carolina Local Government Budget and Fiscal Control Act to adopt an annual balanced budget; and

**WHEREAS**, a balanced budget has been prepared for the Monroe Tourism Development Authority for fiscal year 2026-2027 under the provisions set forth in the above referenced legislation.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Monroe Tourism Development authority adopts the following budget ordinance:

**BUDGET ORDINANCE  
BO-2026-01**

**BE IT ORDAINED** by the Board of Directors of the Monroe Tourism Development Authority:

Section 1A      The following amounts are hereby appropriated in the General Operating Fund for the operation of the Authority and its activities for the fiscal year beginning July 1, 2026, ending June 30, 2027:

Physical and Economic Development	\$ 1,165,236
-----------------------------------	--------------

Section 1B      It is estimated that the following revenues will be available in the General Operating Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Restrictive Intergovernmental	\$ 926,857
Sales and Services	228,500
Investment Earnings	9,879
Other Financing Sources	0
	<hr/>
	\$ 1,165,236

Section 2      A copy of this Budget Ordinance shall be furnished to the Director of Finance of the Authority to be kept on file for direction in the disbursement of funds.

Adopted this 9<sup>th</sup> day of April, 2026.

---

Robert Burns, Chairman

ATTEST:

---

Kristen Hensley, Clerk

R-2026-01 BO-2026-01



**STAFF REPORT**

**TO:** Tourism Development Authority  
**VIA:** Mark Watson, City Manager  
**DATE:** April 9, 2026  
**FROM:** Pete Hovanec, Parks & Recreation and Tourism Director  
**PREPARED BY:** Tim Pappas, Dowd Center Theatre Operations Supervisor  
**SUBJECT:** Dowd Center Theatre Update

---

---

**SUMMARY STATEMENT**

The TDA will be presented an update on events for the Dowd Center Theatre.

---

---

**REVIEW**

Programming for the 2026-27 season continues to grow, featuring national touring acts and local collaborations with the Union County Playmakers and the Union Symphony.

The summer history exhibit, developed in partnership with the Heritage Room and local community members, will showcase artifacts from the original Center, State, and Pastime Theatres. This exhibit will tie into the City’s America 250 Celebration.

In April, the theatre will undergo “Spring Cleaning,” including facility maintenance, deep cleaning, and reorganization. While live performances will be paused, four films will be screened during this period.

May will feature four live events at The Dowd, including a Mother’s Day weekend concert, an international illusionist, the Charlotte Symphony, and a visit from TV’s Celebrity Housewives.

The theatre is also exploring educational outreach programs. A survey was sent to all UCPS schools to gauge interest in attending field trips or hosting in-school presentations, and to identify the types of programming schools would like to see.

To strengthen community engagement, the theatre will begin attending local events with a tent and table to distribute promotional materials, expanding its marketing efforts beyond online platforms and posters, and connecting directly with local residents.

---

---

**RECOMMENDATION**

No action is needed at this time.



**STAFF REPORT**

**TO:** Tourism Development Authority  
**VIA:** Mark Watson, City Manager  
**DATE:** April 9, 2026  
**FROM:** Pete Hovanec, Parks & Recreation and Tourism Director  
**PREPARED BY:** Lauren Fike, Monroe Science Center Supervisor  
**SUBJECT:** Monroe Science Center Update

---

---

**SUMMARY STATEMENT**

The TDA will be presented an update on events and operations for Monroe Science Center.

---

---

**REVIEW**

The Science Center is gearing up for our STEM Community Day on April 18<sup>th</sup>. We are partnering with NC Science Fest to host a free admission day with extra science stations in the museum. April will be a busy month with spring break and private event.

April 7-10 Spring Break  
April 18- Stem Community Day  
April 25-Evening Private event

---

---

**RECOMMENDATION**

No action is needed at this time.



## **STAFF REPORT**

**TO:** Tourism Development Authority

**VIA:** Mark Watson, City Manager

**DATE:** April 9, 2026

**FROM:** Pete Hovanec, Parks & Recreation and Tourism Director

**PREPARED BY:** Lauren Fike, Monroe Science Center Supervisor

**SUBJECT:** Monroe Science Center Grant

---

---

### **SUMMARY STATEMENT**

The TDA will be presented an update on a Monroe Science Center Grant.

---

---

### **REVIEW**

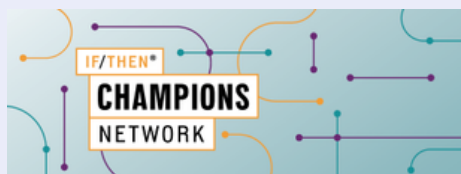
In March 2026, Staff applied for a \$4,300 grant through the Association of Science and Technology Centers to facilitate additional Maker programs through 2026. We were selected to receive the full amount of funds on March 31, 2026. Staff will present grant application to TDA board.

---

---

### **RECOMMENDATION**

Staff needs approval to accept grant funds.



# IF/THEN® Champions Network Small Awards

## Approval Status

Not Started

Awards of up to \$5,000 are available to support programs and projects which highlight IF/THEN® Ambassadors and/or the IF/THEN® Collection. This may include engaging ambassadors for programs or using the collection to complement one (or more) or the IF/THEN exhibit materials that your institution has received as a Champions Network member.

The application deadline is March 15, 2026 and recipients will be notified by April 1, 2026. More details can be found [here](#).

**Organization Name** Monroe Science Center

**Primary Point of Contact** Lauren Fike

**Job Title** Supervisor

**E-mail** lfike@monroenc.org

**How will the IF/THEN® Collection or Ambassador(s) be featured in your project or program? (check all that apply)**

- Deliver a program or event that features IF/THEN content
- Create a new program or activation featuring IF/THEN

**Will you use this funding to complement one of the exhibit kits or other IF/THEN materials that you've received previously? If yes, please name the content or exhibit kit.**

We plan to host our Maker event in our traveling exhibit space where we currently display the If/Then STEM play workshop exhibits (3). We would also like to include printed materials from Project 9 in printable banners, The STEAM in Me. Here we would like to highlight the six "dream job spotlights" and curate our Maker Day projects around them.

**Describe the program, project or event this funding will support and its connection to the gender equity goals of the IF/THEN® Initiative. Include how you will use the IF/THEN Collection or engage with Ambassadors, and whether you will include other women in STEM. (200-300 words)**

We would like to host three Maker Days with a focus on Girls in Stem, one in the summer and two in the fall. By working with local chapters of the Girl Scouts, we can offer programming around creativity and engineering with use of our current laser cutter and with the addition of a 3D printer. This funding will help with the purchase of time spent planning, marketing materials and purchasing of the supplies to be used on these days. We would also like to include a teacher workshop evening where we invite teachers for a maker evening to make items for their classmate and teach about the Maker equipment.

**Estimate how many people you will reach and describe how you came to this number.**

1250. We estimate 400 participants on the designated maker days and about 50 teachers. With success, we can include more pop-up Maker Days.

How much are you requesting (up to \$5,000)? 4300

Upload a PDF or spreadsheet of expenses and description of each. You may use the template at this link <https://bit.ly/4pJbwyS>.



Budget Template IF-Then small grant.xlsx

## TERMS AND CONDITIONS

### Eligibility

Awards are available for current IF/THEN Champions Network organizational members only.

### Requirements

By completing this request form, you are agreeing to a binding contract and agree to undertake the following:

- Agree to use funds by December 1, 2026. Funds must be used to utilize IF/THEN content as described in your request above
- Commit to responding to surveys from the IF/THEN Champions Network asking about the use of this funding

Funds may not be used for:

- Indirect charges/administrative overhead
- Capital expenditures
- Alcoholic beverages
- Admission fees
- Purchase of stock photos

### Timeline and Award Process

Applications will be reviewed and recipients notified by April 1, 2026. One time payments will processed within 3 - 4 weeks of notification.

Questions? Email [IfThen@astc.org](mailto:IfThen@astc.org).

**By submitting this form, I certify that I understand and agree to the above Terms and Conditions.**

A handwritten signature in black ink, appearing to be 'John Doe' or similar, written in a cursive style.

**BUDGET AMENDMENT  
BA-2026-01**

Amendment necessary to appropriate funds for the IF/THEN Champions Network Small Award to be used for programming at the Science Center.

TDA:

Revenues:

Restricted Revenue	\$4,300
--------------------	---------

Expenditures:

Programming	\$4,300
-------------	---------

Adopted this 9<sup>th</sup> day of April, 2026.

---

Robert A. Burns, Chairman

Attest:

---

Kristen Hensley, Clerk