

Penn Manor Education Foundation Minutes
January 5, 2017

President Pat Kline called the meeting of the Penn Manor Education Foundation Board at 7:30 a.m. in the Manor Middle Board Room. In attendance were the following: Matt Blank, Anne Carroll, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Dr. Mike Lechlitter, Jerry Lord, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

President's Comments: Pat hoped that everyone had a happy holiday.

Minutes: The minutes of last month's meeting were approved by the passage of a Nafziger/Lord motion 14-0. Last month's minutes will now be sent to those on our list who are not on the Board.

Finance Committee/Finance Report: Don presented the printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. He reported the highest total we have ever had. Investment deposits are coming in, and we have a strong Balance Sheet. We also have a new \$1,000 scholarship, and EITC funds continue to come in. We also had light spending this month. Matt moved that we approve the December expenses and the January Finance Report. Paula seconded and the motion carried 14-0. Don also explained some adjustments in our investments with PNC bank. We now have switched to some smaller index funds which will decrease fees and mirror the market more. The adjustments will make our investments more streamlined and simpler. Pat thanked Don and Jeff who helped with some decisions.

Executive Director's Report: Anne commented that since the Ed Foundation has grown so much, we are in need of a bookkeeping service. Tracy has done research and distributed a proposal from Fluent Business Solutions who would charge us \$450 per month for a weekly service to manage our accounts and generate correspondence. The Board was asked to consider this proposal and come back next month with questions and discussion. Anne thanked Tracy for all her work and added that the generating of lists and correspondence would be very valuable to us.

--Anne shared that she is in contact with the counselors involved in helping seniors applying for scholarships. She also spoke of two new scholarships in the works in the areas of psychology and special ed.

--Anne asked Nicki and Dianne to update us on the Strong and Healthy Families committee. The Strong Grants will be available in February and are aimed at the champions. Individual teachers should be directed to the champions or Dianne, Nicki, or Anne if they have questions or suggestions about the Grants. In a discussion about the Venture Grants we postponed for Strong Grants, we talked about how our new website might help in getting donations of not only funds but also of musical instruments and sports equipment.

--Anne reported that the Donation page on our new website is being set up for Pay Pal and credit card buttons and asked if anyone else has any other ideas.

Marketing Committee: Tracy asked Brian to talk about our new website. He said that it is just about ready. He is working on more information and links. There will be a Community page, a Donate page, and more pictures. It should be ready to launch by the end of the month. Anne added that she may be asking for more information from Board members.

--The Celebrity Bartender Night will be held on Tuesday, January 10th at Copper Hill at Crossgates. The tips will be helping the Strong and Healthy Families committee. There have been Facebook and

email blasts. Tracy will send additional blasts closer to Tuesday.

--The PMEF logo has been changed temporarily for the 20th anniversary year. Brian added a banner at the bottom. Anne will re-send her email about sharing ideas for celebrating the anniversary.

The next meeting of the Marketing Committee will be on January 12 at 7:30 a.m. at GSC.

Development Committee: Pat reported that Matt and Jerissa Warfel will be chairing the annual dinner. Matt shared that they are looking to update it a bit. --Planning of the Golf Scramble will begin soon.

The next meeting of the Development meeting will be on January 19 at 7:30 a.m. at the GSC.

Superintendent's Comments: Dr. Mike commented on how great the Holiday Concerts were and reminded everyone the semester ends in two weeks. He also mentioned that the School Board has reorganized and Ken Long is, again, the President. Also, the annual Sports Recognition Banquet will be held this Friday. Jill Witmer will be inducted and her jersey will be retired.

Anne added that if we would like to add things to a Google Doc, do just that and be careful not to delete anything.

Brian asked that everyone stay a few minutes after the meeting, so he can get some headshots for the new website.

A Seiger/Blank motion to adjourn passed 14-0. The meeting adjourned at 8:19.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary