

Penn Manor Education Foundation Minutes
August 3, 2017

President Pat Kline called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the library at Hambright Elementary School. In attendance were the following: Anne Carroll, Joe Herman, Paula Howard, Robin Jeffers, Pat Kline, Jan Mindish, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Dianne Smith, and Kevin Weber.

Minutes: The minutes of last month's meeting were approved by the passage of a Howard/Seiger motion 11-0. Last month's minutes will now be sent to those on our list who are not on the Board.

President's Comments: Pat welcomed new Board member Kevin Weber to our fold. Kevin conveyed that he is delighted to join us.

Finance Committee/Finance Report: Don presented the printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. He commented that they are still working through some minor issues from July, but he can report that we are about \$54,000 from hitting \$2 million in assets—up \$1 million in the last five years! Donations from the annual letter campaign are coming in. Anne added that, with the new bookkeeper, some of the donations are not being coded accurately, but they are working on a solution. The difficulty does not affect the bottom line at all, just the categorizing of donors. Investments were up \$27,000 in July. A Nafziger/Jeffers motion to approve the July expenditures and the August Finance Report was approved 11-0. Don then went on to review the budget he had previously emailed to all of us. He reviewed the different categories and commented on the conservative projections of the overall budget. A Smith/Howard motion to approve the 2017-18 budget passed 11-0.

Executive Director's Report: Anne shared the result of a survey she took concerning Ed Foundations throughout the state. We ranked very well!

--As a result of Michelle Wagner needing some sources of money for helping some of her special needs students after graduation, a sponsor for a new scholarship has come forward.

--And, speaking of scholarships, Anne encouraged the committee to brainstorm ways we can manage the good problem we have of having multi-year scholarships! Don suggested that one thing we could do is ask the bookkeeper to put the multi-year scholarship on Quickbooks for easier prompting of reminder letters.

--We have advertised Venture Grants to the staff. We will have one cycle of awards with the due date for applications on October 20.

--Anne is looking into applying for a grant from the High Foundation for the mental health services that have been provided by Compass Mark. The deadline is November 1.

Marketing Committee: Tracy reported that we did meet with Jerissa Warfel about the Annual Fundraising Dinner. She has secured a \$5,000 sponsor. The dinner this year will be very different, beginning with the selling of tickets online. The prices will be different, too: \$99 for the dinner and \$125 to be included in the ball drawing. We will still have the silent auction, raffles and 50/50, but the programming will probably be different. (Our new mantra—"Change is good...") Carole reminded everyone to work on getting the items for the silent auction and raffles and then to let her know what we will have.

--The quilt is in the Board Room at present. Jill has some tickets. It will come to the high school for

Opening Day. Board Members were encouraged to take some tickets to sell, and maybe we can ask faculty reps to sell some. The proceeds will be directed to PM Cares, part of our Strong and Healthy Families initiative.

--We will, again, be a part of ExtraOrdinary Give on November 17. We would like to change the "happy hour" location to a business in the District. Kevin volunteered to check out Bert's Bottle Shop.
--We will have a tent at Homecoming on September 29.

The next meeting of the Marketing Committee will be a joint meeting with Development on August 10 at 7:30 a.m. at GSC.

Development Committee: Pat mentioned that the annual pledge cards are now available. He repeated that he would really appreciate a 100% participation. He reminded everyone that some of pledges are used for the teacher incentives.

--We have received \$3,000 in EITC funds from Stu Herr of Eagles Ridge at Five Spring Farms.

--Pat thanked Paula and Joe again for all the organizing they did for the letter writing campaign. Over \$9,700 has arrived in response to the letters.

--Copper Hill has agreed to sponsor the \$10 gift cards for the teacher incentives, as well as the \$100 gift card for the drawing. Opening Day is August 21.

--Pat reviewed the progress of the Leave a Legacy committee under the leadership of Don Stewart who has done a terrific job of getting a system in place. The Board now has to approve some of the changes made to the criteria of getting a name on the plaque. (No name on the existing plaque will be removed.) Tracy moved to approve the changes and Joe seconded. The motion carried 11-0.

--We now need someone to lead the By-Laws committee.

--Pat distributed a summary of the revenue stream and expenditures over the last year. We now have \$50,000 to spend annually in perpetuity. He encouraged us to think about how we can get to the \$5 million mark which would give us \$200,000 to spend annually in perpetuity.

The next Development meeting will be on August 17 at 7:30 a.m. at the GSC.

Superintendent's Comments: We have between 10 and 20 minutes on Opening Day. This year the District Payroll Deduction will be online. Anne will just give an overview of the last year.

The next Board meeting will be on Thursday, September 7, 2017 in the Penn Manor Board Room.

A Howard/Nafziger motion to adjourn passed 11-0. The meeting adjourned at 8:22.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary