

**Penn Manor Education Foundation Minutes  
December 1, 2016**

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, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

**President's Comments:** Pat introduced our new Board member, Robin Jeffers, by having her Mom, Carole Shellenberger, say a few words about her.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Lord/Nafziger motion 13-0. Last month's minutes will now be sent to those on our list who are not on the Board.

**Finance Committee/Finance Report:** Don thanked Pat for filling in for him last month and then presented the printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. Our income has been a little light which is typical of this time of year. Venture Grants have been paid out. We did have some gains in the stock market. The Finance Committee will meet with Hostetter and Hostetter to go over our financials after this meeting. Matt moved that we approve the November expenses and the December Finance Report. Eric seconded and the motion carried 13-0.

**Executive Director's Report:** Anne commented that most of what she had to share would be covered under the Marketing and Development Committee Reports.

--Signature Senior Living Center will have an Open House on Thursday, January 12. According to Anne, they have been very co-operative with the District.

--She distributed updated information about committee membership.

The Executive Committee will meet following this meeting.

**Marketing Committee:** Tracy commented on the most recent newsletter. Thank you, Brian!

--We made \$7450 through ExtraGive. We had 14 new donors among the 96 who gave. We will discuss feedback at the Marketing meeting.

--Don't forget to use Amazon Smile!

--Tracy shared some stats about our email blasts from MailChimp and Facebook.

--There will be another Alumni Social at Copper Hill tonight from 5:30-7:30.

--We need to think about how we will mark the 20<sup>th</sup> anniversary for PMEF.

--Anne updated the status of our new website. It is not quite ready to launch, but it is close. The form is set. We have to add content. Pat thanked Anne, Brian, Tracy and Matt for all their help with the website.

The next meeting of the Marketing Committee will be on December 8 at 7:30 a.m. at GSC.

**Development Committee:** Pat mentioned that we have received an EITC check from Waste Management. The State is still in the process of releasing funds. Don explained some of the issues with the release of the money. Many of them stem from the budget delay.

--The Community giving is more than \$14,000, and the employees have donated over \$19,000.

--Joe reported that all of the Venture Grants have been distributed. His only concern was the grant for Donna Brady which we had deferred to the Strong and Healthy Family Grants. Because students could

use the money now for the first round of tests, she needs the money sooner than those grants are available. After Dr. Mike called Donna, Pat called for an extra \$3000 Venture Grant money. Joe so moved and Jerry seconded. The motion carried 13-0. Dianne wondered how we can be assured that the neediest students will receive the money. Dr. Mike offered that we use the Free and Reduced Lunch statistics to determine appropriate recipients. Brian commented that all the Venture Grant applications are now online. The process was very smooth. He also showed us the little sign that each teacher received.

The next meeting of the Development meeting will be on December 15 at 8:30 a.m. at the GSC.

**Strong and Healthy Families:** Dianne reported that they intend to get the applications for the grants out in February so that they can be awarded in March. They will meet with the Champions in January to explain the process.

--There is a plan for a Bartending fundraiser at Copper Hill in the works. Let Nicki know how you might like to be involved.

### **Other**

--Jerissa Warfel and Matt Blank will co-chair the annual fundraiser dinner. They will be at the next Development Meeting at 8:15 to discuss some ideas.

--Paula connected with Jan concerning the Scholarship Committee. They are contacting previous donors to see if they will continue their scholarship awards.

--The Golf Scramble will be held on June 13, 2017. Jeff is the co-chair with Pat.

**Superintendent's Comments:** Dr. Mike praised *12 Angry Jurors* and reminded everyone that the Christmas Concert season will begin soon. He shared that Warfel Construction will be the manager of record for the high school project.

Pat wished everyone a Merry Christmas.

A Blank/Kirk motion to adjourn passed 13-0. The meeting adjourned at 8:29.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary