

Penn Manor Education Foundation Minutes
February 2, 2017

Vice-President Tracy Seiger called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Manor Middle Board Room. In attendance were the following: Matt Blank, Anne Carroll, Paula Howard, Robin Jeffers, Dr. Mike Leichliter, Jerry Lord, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, Brian Wallace.

Minutes: The minutes of last month's meeting were approved by the passage of a Blank/Lord motion 10-0. 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 a new high total! Our PNC investments have been refined. The ExtraGive money totaling \$7462.99 has come in. Over the last year our revenue stream has been strong. Our big expenses last month include insurance premiums and the fall newsletter. Nicki moved that we approve the February Finance Report and the January expenses. Robin seconded and the motion carried 10-0.

Executive Director's Report: Anne reported that she, Dianne, Nicki, and Robin met with the champions for Strong and Healthy families. They wanted to find out what they might need from us and how we can be supportive of their projects without "taking over." While the champions do appreciate the funds, they especially appreciate the focus on what they are doing. Nicki added that we will have about \$13,000 (about twice what we thought we would have!) to disperse in the March grants. The champions did talk about how they won't necessarily need the monies right away. Don agreed that timing should not be that difficult. Everyone agreed that the conversation was a good one and that we are doing a very good thing.

--Anne shared some thank you notes from Conestoga kids for the Venture Grant money to bring the Landis Valley travelling trunk show to the school.

--Anne led a discussion about the bookkeeping service we are thinking of hiring. She wanted to know how we would get to see any correspondence that comes with the donations. Tracy is sure something could be worked out and spoke further about how efficient the firm is. Don added that we have to make sure that our procedures are clearly set, too. Tracy called for a motion to approve our contract with Fluent Business Solutions, LLC. Jerry so moved and Matt seconded. The motion carried 10-0.

Marketing Committee: Tracy asked Nicki to report on our evening at Copper Hill. She said that we rather overwhelmed Copper Hill with our crowd but the owners seemed very happy to have us. We raised about \$1500. We will talk about a "next time" with the owners. We talked about how we might market it differently to downplay a connection with alcohol.

--Tracy reported that we continue to be successful on social media.

--Brian reported that the new website is coming along nicely. Right now the "pros" need time to take down the old website and make adjustments. The new website will do what we want it to do. He reminded everyone to send Anne any bio information. Anne thanked Brian for all the work he is doing on the website.

--Brian also reported on the spring newsletter. He listed some possible articles and asked for ideas about for any 20th anniversary articles.

--The Retiree Breakfast has been set for May 10th.

The next meeting of the Marketing Committee will be on February 9 at 7:30 a.m. at GSC.

Development Committee: Ann reported for absent Pat.

--Anne and Pat will work with high school students and Jeff Himes and Sally Bookman to make a video about our 20 years of work that will be shared at the Retiree Breakfast.

--Our community donations are up to almost \$23,000 and EITC donations are \$16,000.

--Anne distributed a new list outlining Board terms.

--The Golf Scramble is set for June 13th. Brochures for sharing the info were distributed. We could use some more sponsors and, as always, raffles.

--Paula reported that there is one new scholarship in the works in memory of retired teacher Sherilyn Schock.

The next meeting of the Development meeting will be on February 16 at 7:30 a.m. at the GSC.

Superintendent's Comments: Dr. Mike said a few words about Sherilyn's passing and also about the two PM students who were recently killed in a car accident.

--Dr. Mike commented on the nice news article about Pequea teacher Elizabeth Raff and how PM grad Patrick Kelly who is now in med school praised his Penn Manor education.

--The athletic signing day was successful.

--He praised Brian for all the good PR we have had lately—including the Saturday school section in the newspaper. Michelle added a compliment for Dr. Mike who has been a part of an Anne Shannon moderated panel discussion with other area school personnel about funding.

--He suggested that the district must come up with a plan for what to do with the memorial bricks and the "Starry Night" mosaic when high school renovations begin.

Alumni Committee: Nicki shared with us that the next Alumni Association meeting will be February 28 in the high school library. They are looking for more help with events. Also, the annual dinner will become a breakfast in the high school cafeteria at 8:15 a.m. on March 29. The cost will be \$5.00.

The next Board meeting will be March 2, 2017 in the Penn Manor Board Room.

A Blank/Nafziger motion to adjourn passed 10-0. The meeting adjourned at 8:22.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary