**Penn Manor Education Foundation Minutes**

**June 1, 2017**

President Pat Kline 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, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Mike Leichliter, Jerry Lord, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

**President’s Comments**: Pat welcomed everyone and called upon Jeff and Michelle to give us the update from the Nominating Committee. Jeff spoke highly of their recommendation Kevin Weber, whom he called “a wonderful, positive, happy guy.” Anne and Nicki also spoke in favor of this candidate. They said that he and his wife are very involved in their children’s school and are very hard workers. The rest of the Board was directed to consider this candidate for a probable email vote in a few weeks.

**Minutes:** There was an error in last month’s minutes. The Development Committee will meet on June 15 (not 16) to sign the annual letters. The minutes of last month's meeting were approved as corrected by the passage of a Howard/Nafziger 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 commented that our assets have dipped below $1.9 million due to checks written for scholarships and the payment to the website builders. Golf Scramble money is still coming in, and we have had a $1000 donation from the Eshbach Company. We may show a loss this month, but we have stayed positive overall. Pat commented on how this has been a busy month and thanked Don for all his work. Dianne moved that we approve the May expenses and the June Financial Report. Jerry seconded and the motion carried 14-0.

**Executive Director’s Report:**Anne passed around many thank you notes from scholarship recipients. She shared that we already have two new scholarships for next year.

--Anne reported on the Literacy Outreach that happened recently. Tamara Baker worked with Deb Meckley, Joy Meley, Tina Kreider and reps from the Lancaster Library to deliver books along with ice cream to a few district neighborhoods. Brian added that he was there to take some pictures and witnessed great excitement in the children. It was a really well done project.

--In an update of EITC, Anne commented that working with Harrisburg has been a challenge. She thanked Brian for all his help and reported that we’ve been told we should just assume the projects we’ve submitted are approved.

**Marketing Committee:** Tracy reported that the Retiree Breakfast was a success. Approximately 75-80 retirees attended. She thanked Dianne for all of the raffle baskets, the Horticulture classes for the centerpieces, and the music classes for the entertainment. All were greatly appreciated

--Tracy then drew our attention to the new *Focus* and thanked Brian for the wonderful issue.

--Tracy asked Robin to report on the Vender Fair which raised just over $1000 for Strong and Healthy Families. She reported that we had 26 vendors at the event and everyone involved seemed quite satisfied. She has been in contact with the vendors, most of whom asked to be contacted next year. She admitted to learning from a few mistakes and would be willing to organize the Fair again next year.

--We will be selling quilt raffle tickets at various events including the Golf Scramble and Opening Day. Individual Board members who are willing to sell tickets can pick them up after the meeting at the PMEF office.

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

**Development Committee:**  Pat thanked Brian for the Focus and Robin for the Vendor Fair.

--He reported that Frank Geist and Don Stewart have begun their involvement with the EITC and the Legacy Committees, respectively. Eric commented that he is really grateful for Frank’s effort and energy. Jeff also expressed his gratitude for Don and his efforts to put together a strong committee. Don will submit a plan for full Board approval soon.

--Senior Awards night was great, as usual. Pat thanked Anne, Dianne, and Paula for all their work to help make the night a success. Dr. Mike also added his thanks.

--Pat asked Matt to report on the progress of the Fundraising Dinner. He said that Jerissa has an appointment this Sunday for a walk-through at Drumore Estates. We should know more soon.

--The annual letter writing campaign will be on June 15 at 7:30 at the Manor Middle faculty room. Paula added that they have fine-tuned the database, but we have about 1000 letters to sign. Pat thanked Paula for doing “a heck of a job” on the database. All available Board members should come to help!

--We have 28 foursomes committed for the Golf Scramble so far. We could take a couple more. We could also use a couple more raffles. Those helping to set up should arrive at 8:30. Pat thanked the district (Dr. Mike and Chris Johnston) for all their help.

The next Development meeting will be on June 16 at 7:30 a.m. at the Manor Middle faculty room.

**Superintendent’s Comments:** Dr. Mike noted that there are only 3 days left in the year! Any Board member who would like a ticket to the graduation ceremony should let him know. We have had a great spring concert and sports season (which is still going on!).

**Alumni Committee:** Nicki reported that the Class of 1957 will have a raffle at their reunion and give all the proceeds to Strong and Healthy Families.

Brian reminded everyone to stick around for the new Board picture.

Anne reminded everyone of the Executive Committee meeting at the conclusion of the main meeting.

The next Board meeting will be July 6, 2017 in the Penn Manor Board Room.

A Howard/Jeffers motion to adjourn passed 14-0. The meeting adjourned at 8:14.

Respectfully submitted,

Carole H. Shellenberger

Recording Secretary