

**Penn Manor Education Foundation Minutes**  
**May 4, 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: Anne Carroll, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Jerry Lord, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

**President's Comments:** Pat congratulated Coach Herman on the success of the Boys' Track team which has gone undefeated for the first time in the school's history.

--Pat also spoke of the up-coming Steps for Starrett which will be a 5K race/walk to be held on June 10 to raise funds to endow permanently scholarships in memory of Starrett Metzler.

--Pat also asked for approval for \$100 for a "thank you" gift to Jerissa Warfel who has done our bookkeeping for several years. Jerry so moved and Nicki seconded. The motion carried 12-0 with husband Eric abstaining.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Howard/Jeffers 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 presented the printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. He commented that we have reached another all-time high, again due to the stock market holding strong. We are up about \$260,000 over last year. Monies from the golf scramble and scholarships are coming in. We are also winding down the Founding Friends donations. Dianne moved that we approve the May Finance Report and the April expenses. Joe seconded and the motion carried 13-0. The Finance Committee will meet following the main meeting.

**Executive Director's Report:** Anne reminded everyone that the Senior Awards Ceremony is May 18. She has made a few adjustments in the presenters and made some remarks about the flow of the presentations. We will still honor our donors while keeping remarks about the recipients short.

--Anne thanked Tracy for the donations directed to Strong and Healthy Families from Life Changes Realty who asks their clients to choose a local charity with whom it shares profits.

--Then she gave us a pop quiz to measure our social media savvy! She wants us as Board members to know how extensive our presence on social media is.

**Marketing Committee:** Tracy reminded everyone that the Retiree Breakfast will be this Wednesday, May 10<sup>th</sup> in the high school cafeteria. Those who want to help set up should arrive before 8:00. We will have the quilt on display and will begin to sell the raffle tickets for \$5.00 each or 5 for \$20. Since Sue Althouse is a retiree, she will be there to talk about the quilt. We will talk more about selling the raffle tickets at the next Marketing meeting.

--We are working on a separate logo for Strong and Healthy Families.

--Robin reported on the progress of the Mother's Day Vendor Fair. She was pleased with the interview with Dayna from *The Advertiser*. There should be an article out this week. She sent around a sign up for working at the event. She plans to set up Friday afternoon beginning at 4:00.

--Tracy reminded everyone to share our posts on Facebook!

The next meeting of the Marketing Committee will be on May 11 at 7:30 a.m. at GSC.

**Development Committee:** Pat reminded everyone that the Golf Scramble is June 13, and the Annual

Letter Signing is the 16<sup>th</sup>. The more signers we have, the faster the process will go.

--Because of their contacts and experience, Pat has asked Frank Geist and Don Stewart to help us with EITC and the Legacy Committee, respectively. We are thankful they both agreed to help us.

--We are in need of approval for two more PMEF Scholarships. Tracy so moved and Jeff seconded. The motion carried 13-0.

--We have 21foursomes committed for the Golf Scramble so far. Pat thanked Eric for his work with People's Bank who will be a Prize Sponsor and donate the golf balls we will give to the golfers. We still need confirmation for some raffle prizes. Pat distributed the list from last year and asked for help in confirming the raffles and getting new ones. He encouraged everyone to think of experiences that might be popular. He also passed around last year's sign-up to confirm helpers for the day.

The next Development meeting will be on May 25 at 7:30 a.m. at the GSC.

**Superintendent's Comments:** Pat asked Brian to step in for the absent Dr. Mike. Brian talked about the third Silver award in a row from U.S. News and World Report and emphasized its importance. He also commented on how our sports teams are doing so well this spring. And the end is just a month away!

**Nominating Committee:** Michelle has been working with many good names and will probably have some recommendations at the June meeting.

Brian commented that we will need a new picture of the Board which he will take at the June meeting.

Michelle shared an idea she had to make a gift card for the Vendor Fair to give to the mothers in our lives.

The next Board meeting will be June 1, 2017 in the Penn Manor Board Room.

A Howard/Nafziger motion to adjourn passed 13-0. The meeting adjourned at 8:26.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary