

Penn Manor Education Foundation Minutes
November 3, 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, Joe Herman, Paula Howard, Jeff Kirk, Pat Kline, Dr. Mike Lechlitter, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Brian Wallace, and Eric Warfel.

President's Comments: Pat gave us an update on Anne's health. We were happy to hear that she is on the mend.

--The nominating committee has submitted the name of Robin Jeffers for a place on the Board. Pat asked for a motion to accept her to fill a vacancy. Jeff so moved and Paula seconded. The motion carried 10-0. We still have another vacant seat, so we were all encouraged to look for more possible candidates.

--We have been evaluating, with the idea of expanding, our bookkeeping help. Tracy has reached out to a vendor who has experience with helping with situations like ours.

Minutes: The minutes of last month's meeting were approved by the passage of a Seiger/Nafziger 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: In Don's absence, Pat presented the printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. We still have over \$1.73 million in assets. We are up in several categories for donations but down a little in the Market. The October expenses and the November finance report were approved with the passage of a Blank/Kirk motion 10-0. Pat added that Don will let the Finance Committee of a date for the next meeting.

Executive Director's Report: In Anne's absence, Pat presented the Executive Director's Report. He asked Joe and Tracy to report on the work of the Awards Committee which met the day before to award this year's Venture Grants. Joe thanked the members of the committee for all their work. We awarded 36 grants for a total of \$44,819. The committee also recommended three grant requests to the Strong and Healthy Families committee for consideration for those grants. We discussed exploring other avenues of funding, also, such as EITC targeted giving. Joe and Tracy volunteered to speak to the teachers involved.

The Executive Committee will meet following the next Board meeting.

Marketing Committee: Tracy moved and Matt seconded that we spend \$175 for an ad in the basketball program. The motion carried 10-0. Tracy posed the idea that we might want to approve all the program ads at the same time. Pat suggested that we could make it a budget item.

--Homecoming was a great night for us. Tracy reminded us to continue to invite our friends to "like" our Facebook page.

--The fall Focus is in the proofing stage and should be printed soon.

--The Happy Hour at the Spring House is set for ExtraordinaryGive on November 18 from 5:00-7:00 pm. For a \$50 donation the Spring House will give a \$3 coupon for an appetizer. We will give a PMEF glass for a \$25 donation.

--Don't forget to use Amazon Smile!

--There will be another Alumni Social at Copper Hill on December 1 from 5-7.

The next meeting of the Marketing Committee will be on November 10 at 7:30 a.m. at GSC.

Development Committee: Pat mentioned that 2017 will mark the 20th anniversary of the PMEF. We might want to start thinking if we want to do anything special. He also updated us on EITC, Employee and Community giving. We are also looking for ideas for the Annual Fundraising Dinner.

The next meeting of the Development meeting will be on November 17 at 8:30 a.m. at the GSC, with the Scholarship Committee meeting first at 7:30.

Superintendent's Comments: Dr. Mike commented on the fact that our Free and Reduced Lunch program has reached 42.7%.

--The last football game will be this Friday. The Field Hockey team is still in the mix for the District title. They will play Palmyra on Saturday.

--The High School Fall Play will be *12 Angry Jurors (12 Angry Men* with girls) at 7:30 on November 18 and 19.

--The High School renovation project is still working on details.

--Dr. Mike mentioned the passing of longtime Spanish teacher Darlene Ford.

Brian thanked Paula for cleaning up the Donor Lists.

Nicki shared that she and Dianne met with Rich Frerichs who will be happy to remain the go-between with the Strong and Healthy Family Champions.

The next meeting of the Ed. Foundation Board will be Thursday, December 1 at 7:30 a.m. in the Board Room of Manor Middle School.

A Warfel/Kirk motion to adjourn passed 11-0. The meeting adjourned at 8:16.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary