

**Penn Manor Education Foundation Minutes  
December 7, 2017**

President Pat Kline called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Board Room at Manor Middle. In attendance were the following: Anne Carroll, Matt Blank, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Rich Meyers, Jan Mindish, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

**President's Comments:** Pat thanked Michelle Shaub for all the work she has done for the Ed. Foundation. She and her family are moving out of the area soon. He also welcomed back Dianne who has missed some meetings due to knee surgery. He congratulated Nicki who was successful in her bid for a seat on the School Board. He acknowledged Pearl Harbor Day. Then Pat welcomed Rich Meyers who is a new member of the Ed. Foundation Board. As it is her last official Board meeting, he thanked Anne for a job well done as Executive Director. The Executive Committee met to discuss possible replacement candidates and the committee is prepared to recommend Jan Mindish to be the next Executive Director. Jan fits the required criteria very well. She would serve a transition period from January through March with Anne.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Nafziger/Jeffers motion 15-0. 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 Previous Year Comparison, and the expenditures. He reported that we have had the first drop since April 2017, but we are still over the \$2 million mark in assets. The Extra Give donations were very good. A Kirk/Blank motion to approve the November expenditures and the December Finance Report was approved 15-0.

**Executive Director's Report:** Anne gave us one last Pop Quiz about our wonderful new website. She encouraged us to direct people to it.

--There are no updates on the High or Rotary grants.

--ExtraGive was very successful for us. We even had a lunchtime Golden Ticket for an extra \$1,000. The estimate is that we made \$13,500.

**Marketing Committee:** Tracy thanked everyone for a very successful campaign for ExtraGive. Everyone had a good time at Bert's Bottle Shop.

--She summarized the marketing campaign on social media.

--We are also looking at creating a new brochure.

--Tracy, also, thanked everyone for the help in getting new EITC donors.

The next meeting of the Marketing Committee will be on December 14, 2017 at 7:30 a.m. at the GSC.

**Development Committee:** Pat reported that EITC donors are starting to get their letters.

--After the meeting, Pat and Eric will be talking with people from the Ephrata Bank to discuss EITC donations or grants.

--The Community donations are around \$15,000 to date. The next letter campaign signing will be on June 21, 2018.

--Robin led a short discussion about the Vendor Fair, which will be held on May 5 at Manor Church. It

has been suggested that we have better signage and, perhaps, get a sponsor for bags to be given at the entrance.

--The PMEF Spirit(s) Night will be held on January 24 at Copper Hill. Nicki will send out a sign-up sheet soon.

--The Golf Scramble will be held on June 19, 2018. The price will remain the same.

The next meeting of the Development Committee will be on December 21 at 7:30 a.m. at the GSC.

**Superintendent's Report:** Dr. Mike was not in attendance, but Pat filled in with congratulations to the field hockey team on its winning the State Championship.

**Supplemental Reports:** Carole added that the theatre kids did really well at the State Conference.

--Anne is working on some new scholarships. The general Scholarship rollout to the Senior Class will begin in January.

--Pat wished everyone a Merry Christmas!

A Shaub/Seiger motion to adjourn passed 15-0. The meeting adjourned at 8: 18 a.m.

The next Board meeting will be on Thursday, January, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary