

**Penn Manor Education Foundation Minutes**  
**April 5, 2018**

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: Matt Blank, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Rich Meyers, Jan Mindish, Mike Leichliter, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Dianne Smith, and Brian Wallace.

**President's Comments:** Pat passed around a copy of PMEAF's very first newsletter to help demonstrate how far we have come.

--He then talked of our collaboration with the Penn Manor Alumni Association. We can't have PMAA be a part of PMEAF due to our being a 501c3 and PMAA being a social organization. We can, however, form a joint committee for mutual support. Jan added that PMAA and PMEAF could collaborate on their social event planning and our fundraising efforts, and we could use their database. Pat asked for a vote to approve the joint committee. Robin so moved and Nicki seconded. The motion carried 12-0.

--Pat asked for formal Board approval of Kathy Fish to complete Jan's term on the Board. Jeff so moved and Dianne seconded. The motion passed 12-0.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Myers/Howard motion 12-0. 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 are down a bit in investments in the past month, but we still have over \$2.1 million in assets. There have been deposits of some golf money, EITC funds, and the Houseknecht scholarship dividend. We, also, caught up with payments to the executive directors and program ad organizations. A Nafziger/Kirk motion to approve the March expenditures and the April Finance Report carried 12-0.

**Executive Director's Report:** Jan began her remarks by thanking Carole, Dianne, Joe, and Rich for representing PMEAF at the District's Parents Resources Fair from 10-12 at Millersville BIC church on March 27. Carole reported that we gave away much of the PMEAF trinket supply and made contact with the parents and other non-profits in attendance. We made many aware of our available grants and scholarships.

--The Strong and Healthy Families grants have been distributed to very happy teachers. For example, we have helped 55 students take 110 AP exams. She also shared some of the "thank you's" she has received for Venture Grants and scholarships.

--She also shared information about Modern Eyes who works with the PM Vision Plan and donates eye exams and glasses to PM students who need them. They have helped 90 students with exams and glasses.

--The PM Marching Band is soliciting books for their annual book sale on April 27.

**Marketing Committee:** Tracy reported that we have reached 1000 "likes" on our Facebook page.

--The Retiree Breakfast invitations have arrived and will go out this week. Please sign up if you will be there on May 9. She thanked Nicki and her intern for the invitations and Paula for the labels.

--Tracy plans to do an email blast closer to the date of the Vendor Fair. Robin shared that she is meeting with Dana Ridenauer of *The Advertiser* on Monday, April 9, at 10:30 and invited anyone who

would like to go with her. Robin also asked for help with getting bags for the event from John Herr's. Dianne volunteered to help. Robin still plans to set up for the show from 5-6 on Friday, May 4, so that the vendors could set up from 6-8. So far, 25 vendors have committed.

--Tracy reported that the backdrop from Sign-a-Rama will cost about \$300. Tracy moved that we approve an expenditure of no more than \$300 to be spent on the backdrop. Jeff seconded and the motion carried 12-0.

--Brian mentioned that our story about the toy fabrication Venture Grant led the LNP school section in last week's newspaper.

The next meeting of the Marketing Committee will be on April 12 at 8:00 a.m. at the GSC.

**Development Committee:** Pat reported some of the topics discussed at the last Executive Committee. For example, we should discuss further the salary of the Exec. Director.

--He distributed the updated golf raffle list and encouraged everyone to continue to solicit raffle prizes.

--He reported that so far the EITC total is \$28,950 and praised Frank Geist for all his work. Pat also mentioned that the Legacy committee is continuing to do a great job.

--He reminded us that we will meet to sign the annual letters on June 21 from 8:30-11:00 in the faculty room of Manor Middle School. If you are unable to attend, we will prepare a packet of letters to be signed at home.

--The Scholarship Committee members will meet on April 16 to choose winners. We should receive the applications on April 11.

--Pat shared the list of possible topics for inclusion in our annual newsletter that were discussed in the last Development meeting.

The next meeting of the Development Committee will be on April 19 at 7:30 a.m. at the GSC.

### **Supplementary Reports**

--Nicki reported that the School Board officially approved our grant expenditures and, also, shared a compliment she received about our foundation from a non-PM individual.

--Paula reported that she and Don are back in their house and thanked everyone for their concern and help.

A Blank/Nafziger motion to adjourn passed 12-0. The meeting adjourned at 8:32 a.m.

The next Board meeting will be on Thursday, May 3, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary