

Penn Manor Education Foundation Minutes
February 1, 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, Carole Shellenberger, Dianne Smith, Brian Wallace, and Eric Warfel.

President's Comments: Pat invited Board members and their families to a "thank you and farewell" party for Anne at Bert's Bottle Shop on Monday, March 12 from 6-8.

Minutes: The minutes of last month's meeting were approved by the passage of a Howard/Nafziger 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 have had good growth, and we are still over the \$2 million mark in assets. We had another strong month. Also, new endowed scholarships, a strong ExtraGive, and good employee donations, and over \$100,000 in investments have all contributed to a very good year. A Kirk/Warfel motion to approve the January expenditures and the February Finance Report carried 12-0.

Executive Director's Report: Jan began her remarks by sharing that she is well into getting accustomed to her new position. Her first Facebook posts at the Comet Spirit(s) Night at Copper Hill were very well-received.

--She met with Jerissa to discuss our fall fundraiser dinner. They came up with some new ideas to discuss at the next Development meeting.

--Jan will take the updated PMEF display board to the Kindergarten information night at Hambright on February 6 to help make parents new to the district aware of what we do.

--She also had a discussion with Jerry Egan about encouraging the staff to share good news of the Ed Foundation on their blogs and other communications with parents.

Marketing Committee: Brian reported for Tracy. The new brochure is coming along nicely and should be ready for printing next week. It tells our story in print.

--Nicki reported on the success of Spirit(s) Night at Copper Hill. We had over \$1,300 on donations and had conversations with many customers who were unaware of our mission.

--The Marketing and Development Committees recommended that we publish a printed newsletter once a year instead of twice. It would be a smarter use of funds and other resources with more information, names, and photos in one place. We will work on it over the summer and publish sometime in September.

--The Retiree Breakfast is set for May 9 at 8:30 a.m.

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

Development Committee: Pat reported that EITC donations total \$22,950 so far. The community has contributed over \$30,000.

--Bev Longenecker has funded a new scholarship that will be offered this year. Frank and Joyce Geist have contributed \$5,000 to fund a scholarship for \$500 for 10 years. Jan will be talking with the CTC students tomorrow to alert them to the fact that many of our scholarships would be available to them.

Dianne asked about new letterhead for the sponsor letters that should be sent out in March. To date, we have a total of \$565,000 in endowed scholarships.

--The Golf Scramble brochures are ready for distribution. Pat encouraged us all to take some for prospective golfers. He also distributed the timeline for working on the Scramble set for June 19. It is not too soon to get raffles!

--Pat reminded us that the annual letter campaign is set for June 21.

--Robin reported that the May 5th date for the Vendor Fair at Manor Church has been confirmed, and she has around 12 confirmations from vendors. She showed one of the event signs that we approved last month. She will need help to set up on the night before. The event will be held from 9-3 on Saturday, May 5. Robin will work on the flyer with Brian.

--Pat has not heard about the Ephrata Bank grant yet, but we did not get the grant from High.

The next meeting of the Development Committee will be on February 22 at 7:30 a.m. at the GSC.

Superintendent's Report: Dr. Mike announced that Jeff Lyon has resigned from the School Board and that interviews for a replacement were Monday. Mitch Sweigart has been recommended to fill the vacant seat.

--Dr. Mike shared a graph of attendance by school district at the CTC. Penn Manor sends the highest number. Then he shared plans showing the updates to the High School project. The designs are close to being finalized.

Supplemental Reports: Nicki reported that the Strong and Healthy grant applications are due on Friday.

--Pat wanted to enter a prediction into the minutes: Eagles 27-Patriots 26. Good luck, Barbara! (I am sorry, Barbara. He made me do it.)

--Before this meeting, Joe saw Sara Masten who showed him some pictures of her students using the software she received as a Venture Grant. She wanted to express her gratitude to the Board.

A Jeffers/Nafziger motion to adjourn passed 12-0. The meeting adjourned at 8:25 a.m.

The next Board meeting will be on Thursday, March 1, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary