

Penn Manor Education Foundation Minutes
July 12, 2018

President Tracy Seiger 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: Kathy Fish, Paula Howard, Jeff Kirk, Mike Leichter, Rich Meyers, Jan Mindish, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Dianne Smith, and Brian Wallace.

President's Comments: Tracy thanked the absent Pat for his service as President for the past two years and thanked Rich for stepping into the Vice-President spot. We will properly welcome new Board member Barb St. John when she returns next month.

--The updated Board Directory and Board Terms list were distributed. Tracy emphasized how active our Board is and will have Jan send around the committee list for updating, too. Newer members are asked to commit to a committee (or 2 or 3) by September.

--Tracy reminded us to remember to complete the Executive Director evaluation, and submit it to Pat as soon as possible.

Minutes: The minutes of last month's meeting were approved by the passage of a Howard/Nafziger motion 9-0. 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 to tweak some things before we send the end of the year report to the accountants, but this version is very close. We have about \$200,000 available for unspecified purposes. Golf tournament money is still coming in. Investment earnings were strong again this month. A Meyers/Fish motion to approve the June expenditures and the July Finance Report carried 9-0. Then Don reminded us we had to vote on the 2018-19 Budget. He answered a question from Jan about payments for program ads. He explained where the money for them is in the budget, so we don't need to vote on them individually. The passage of a Smith/Kirk motion approved the budget 9-0.

Executive Director's Report: Jan reported that we have had no update on the nearly \$50,000 grant request for Google Classroom equipment from the Clark Foundation, but we have been supported by several PM grads who work for Clark. We have been told that the committee meets next week.

--Jan summarized the second joint meeting with the Alumni Association. We met with them at Jack's and talked about Homecoming plans and the fall newsletter. Jan also spoke of a collaborative project in the high school that will encourage students to be matched with local businesses for internships or career shadowing that will be advertised on both of our websites. A form for contacting businesses will have to be created, and an email or website for collecting information will have to be set up. We also talked of doing a joint Guest Bartender event. The next collaborative meeting will be on September 12 at the Barn Door.

--Opening Day will be August 20.

Marketing Committee: Tracy is excited for the new, expanded, once-a-year newsletter. We have a story list, and the deadline is July 20. We will recognize Blue and Gold donors who have given \$500 or \$1000 respectively.

--Jan did attend the ExtraGive update meeting that discussed some changes to the process, but anyone is invited to view the webinar. One change this year is the capability of doing offline donations of "big

money.” We have benefitted so much from ExtraGive. This past year we took in more than \$10,000 over the first year of our participation! We will discuss what else we can do at the Marketing/Development meeting.

--Brian suggested that we discuss the effectiveness of each of our fundraisers and our future goals. This will be more discussion for the M/D meeting.

--Brian explained the details of the new Legacy plaque since the old one is filled. It will be printed in brochure form as an acknowledgement piece rather than an “ask” piece.

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

Development Committee: Jan reported for Pat. She thanked everyone for making the Golf Scramble a success. It made over \$11,000.

--She thanked Paula and Joe for all their help with the letter writing campaign. The personal notes do make a difference. About \$5,000 came to us in the first two days after the letters were sent.

--The multi-year scholarship letters have been sent out. Also, we have a scholarship software demo in the form of a video-conference scheduled for July 16 at 2:00. Shelby has already viewed the software and she likes it. We are hoping to find some software that will make the process less complicated for the kids and us! We have a new scholarship sponsored by the Class of 2018. They want to award it to someone who has made some difference and is proud to be a Comet.

--Jerissa, Jan, Paula, and Carole traveled to Drumore Estate to check on the plans for the Fundraiser Dinner. Paula reported that they walked through the venue and discussed some details with the event planner. We will have a cocktail hour from 5-7 and will try for a max of 280 guests. We will have music during the cocktail hour and a band after the program is over. We will have one price (\$115), and everyone will be eligible for the main drawing. Carole distributed a list of raffle and auction items from last year and asked that everyone tell her as soon as possible what will change and/or remain the same. New items are always welcome!

--Jan is in contact with Judy Fulton who wants to donate money from the Fulton Foundation for a specific project.

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

Superintendent’s Report—Dr. Mike praised Brian for his success in promoting the district in the Lancaster Newspapers.

--Market Street Sports has presented some contracts for the School Board to consider at the next meeting.

--Our new Athletic Director is Jason Mattern.

--There will be an Act 34 meeting for the high school project on Monday.

--There have been a couple of “quiet” retirements: Sharlotte Dammerman and Phyllis Martin.

A Myers/Fish motion to adjourn passed 9-0. The meeting adjourned at 8:36 a.m.

The next Board meeting will be on Thursday, August 2, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary