

Penn Manor Education Foundation Minutes September 6, 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, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Mike Lechliter, Rich Myers, Jan Mindish, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Barbara St. John, Brian Wallace, Eric Warfel, and Kevin Weber.

President's Comments: Tracy sent around the committee list again for updating. Newer members are asked to commit to a committee (or 2 or 3) soon.

--Tracy reminded us to remember to turn in our Board pledges so that we can have 100% participation.

Minutes: The minutes of last month's meeting were approved by the passage of a Nafziger/Myers motion 14-0. 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 investments were very strong again this month with a gain of \$68,000, year to date. Also, donations from the letter campaign are still coming in, along with deposits from the dinner and scholarships. We now have \$2.2 million in assets. A Myers/Jeffers motion to approve the August expenditures and the September Finance Report carried 14-0.

Executive Director's Report: Jan thanked everyone for a successful Opening Day. Payroll deductions are going well. The deadline is tomorrow. We drew the name of new elementary nurse Ashley Grinager Zook to receive the free pair of tickets to the Annual Fundraising Dinner.

--The Scholarship Committee will meet at the GSC at 8:00 on Friday to review what we want to ask of Kaleidoscope and the new software. We will be meeting with reps from Kaleidoscope next Thursday.

--Jan reviewed our Memorial Book Policy in light of the recent death of a student.

--Matt Blank is soliciting funds for a scholarship in memory of his Class of 2000 classmate Jim Livermore. The annual Livermorial is this Saturday. Donations can be made online through the Livermorial Facebook page. The hope is eventually to have the scholarship endowed. We will share the post.

--The next meeting with PMAA will be on September 12 at the Barn Door at 6:00. All are invited to attend. We will be working on the project to create a database of businesses that would be willing to sponsor career shadowing and/or internships for PM students.

--We are working on the distribution of the wi-fi hotspots provided by the grant from the Fulton Foundation.

Marketing Committee: Tracy remarked that the newsletter is out and praised Brian for all his work to make it great. Over 2,000 have been mailed out.

--The Extra-Give Happy Hour will be at Bert's on November 16 from 4-7 p.m. Nicki is working on a gift basket from the MBA.

--We will have a presence at Saturday in the Park on September 29 from 11-1:30.

--We will have a presence at Homecoming on October 5.

--The deadline for applying for Venture Grants is October 19. Brian will send out a reminder.

--Spirits Night will be in January. We are investigating alternate locations.

--The new backdrop has been ordered. It has been a difficult process, but we should have it for the Dinner. It measures 10' x 7.5'.

The next meeting of the Marketing Committee will be on September 13 at 7:30 a.m. at the GSC.

Development Committee: Pat looked to Jan for an update on the Annual Fundraiser Dinner. We will not have names in the program this year, but we will have an agenda of the evening's activities and bidder numbers on the back. She reminded everyone to give the libation donation to Eric. Carole updated the progress with the raffles.

--The Lucky Dog will again have special burgers for NFL games with profits going to PMEF.

--We have received a new EITC check for \$2,000 from Gibble, Kraybill and Hess.

--We have started on a second Legacy plaque. After a few more names are added, we will publish it as a bi-fold.

--The Golf Scramble will be held on June 18.

--Since we already approved the dollar amount for the new scholarship software, we now should approve Kaleidoscope as vendor. The goal in obtaining the new software is to increase efficiency and the number of applicants, and the Kaleidoscope product seems to be the best match. They will also sponsor a \$1,000 scholarship each year. They will manage and trouble-shoot the applications online. A Kline/Warfel motion to accept the Kaleidoscope contract to handle our scholarship needs passed 14-0.

The next meeting of the Development Committee will be on September 20 at 7:30 a.m. at the GSC.

Superintendent's Report

--Dr. Mike reported that we had a great Opening. He shared news about the new tennis courts at Manor and progress on the High School project. Bids will go out in early November.

The Executive and Finance Committees will meet after this meeting.

A motion to adjourn passed 14-0. The meeting adjourned at 8:27 a.m.

The next Board meeting will be on Thursday, October 4, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary