

**Penn Manor Education Foundation Minutes**  
**October 4, 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, Mike Leichliter, Rich Myers, Jan Mindish, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Barbara St. John, Dianne Smith, Brian Wallace, Eric Warfel, and Kevin Weber.

**President's Comments:** Tracy sent around copies of the final committee list.

--Tracy announced that Barb will be the new chair of the Faculty Committee.

--She reported that the Millersville Park event was successful and fun. We distributed about 150 balloons.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Smith/Jeffers motion 13-0. 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 are still on a good track. He will be working with an outside CPA firm to evaluate our equities distribution. We still need to deposit some checks from the Fundraiser Dinner before we can accurately calculate our earnings. A Myers/Fish motion to approve the September expenditures and the October Finance Report carried 13-0.

**Executive Director's Report:** Jan talked of the bi-weekly conference call meetings in the Board Room with Kaleidoscope to set up the software for our scholarships. The next of these meetings will follow this meeting. The next one will be at 9:00 a.m. on October 18.

--Jan reported on several new scholarships from the Rintz and Herr families, the Class of 2018, and the Class of 1959. Also, Beth Kaplan is sponsoring a \$500 Michael Hnat Memorial Scholarship for someone majoring in business. Still pending are the Jim Livermore Memorial Scholarship, the Sean Moore Memorial Scholarship, PMAA Legacy Scholarship, and a scholarship from the Class of 1968.

--The meeting with PMAA on September 12 at the Barn Door covered Homecoming activities and their plan to do one newsletter in the spring which should complement our fall newsletter. The next meeting will be on November 14 at the House of Pizza.

**Marketing Committee:** Tracy reminded us that 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 for a raffle. Tracy will have a sign-up sheet for the ExtraGive drawings in off hours at the next meeting. We will be joining with the PMAA to promote the event on social media.

--We will have wristbands to give away at Homecoming on October 5 where we will be sharing a tent with PMAA, using our new backdrop. We could use a few volunteers to man the booth from 7-8.

--The deadline for applying for Venture Grants is October 19. Brian will send out a reminder. A meeting of the committee will be scheduled to review the grant requests.

--The Teacher Incentive gift will be delayed again. Distribution will likely be the first week in November.

--We signed up to do little 3-5 minute promos at the various school holiday concerts.

The next meeting of the Marketing Committee will be on October 11 at 8:00 a.m. at the GSC.

**Development Committee:** Jan reported for Pat. We are still taking in checks from the Fundraising Dinner, but it looks as if we will make just under \$20,000. The date for next year is September 22. The committee will meet with Jerissa tomorrow morning to review the dinner. We discussed the sending of an official thank you letter to those who contributed to the dinner. Let Jan know if you know of donors who should be acknowledged.

--The Lucky Dog promotion is continuing.

-- Revised EITC applications for 2016-17 and 2017-18 have been submitted.

--We are working on developing a timeline for all our events month by month. Everything is up-to-date except for the Fundraiser Dinner and Scholarship since everything will change with Kaleidoscope.

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

--Tracy praised and thanked Jan for all her hard work.

The next meeting of the Development Committee will be on October 18 at 7:30 a.m. at the GSC.

**Superintendent's Report:** Dr. Mike commented that Homecoming would be this weekend and then shared his time to allow Carole to report on the preparations for the Fall Play, *Noises Off*, a British farce.

--Dr. Mike, also, talked of a workshop, open to the public on October 15 at 5:00. It will give a preview of the bidding process and renovation plans for the high school project.

The meeting adjourned at 8:16 a.m.

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

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary