

**Penn Manor Education Foundation Minutes**  
**March 7, 2019**

Treasurer Don Mowery 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, Pat Kline, Mike Leichliter, Don Mowery, Jan Mindish, Nicki Nafziger, Carole Shellenberger, Barb St. John, and Brian Wallace.

**Minutes:** The minutes of last month's meeting were approved by the passage of a St. John/Jeffers 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 our assets now total almost \$2.2 million. He detailed the different sources of our income this month, including a better investment month and donations for scholarships. A Kline/Nafziger motion to approve the February expenditures and the March Finance Report carried 9-0. Don added that we are in need of a new computer. He spoke with Charlie for a recommendation and requested \$2,000 for the purchase of the computer and updated software. Pat so moved; Kathy seconded, and the motion carried 9-0.

**Executive Director's Report:** Jan thanked Kathy for converting our timeline to a Google doc. We will be able to make suggestions and corrections in a more efficient manner.

--Jan reported on the awarding of the Strong and Healthy Family Grants. We had requests for over \$29,000, but we only had a little over \$14,000 available. The committee was able to award something to all of the Champions but needed to request an additional \$1045. The passage of a Nafziger/Jeffers motion granted the request. We talked further about how these grants fit with our mission and how they differ from Venture Grants.

--A recent confusion with the use of the Doug Maine Endowment for the performing arts started a conversation about how we should notify those involved of the distribution of the money. We agreed that it should be added to the timeline and discussed further in Development.

--Jan shared that Fulton Bank sent us two Dunkin' gift cards which we will add to the gifts for the Retiree Breakfast.

--Jan passed around some Venture Grant thank you notes.

**Marketing Committee:** Jan reported that there was a problem with the date for the Retiree Breakfast. It will now be on May 1. We will have a sign up for help at the April meeting. Paula will get the database to Nicki who will have an intern work on stuffing the invitations.

--Robin will send any changes for the flyer for the Vendor Fair to Brian. We have 17 vendors so far. She will go with Pat to visit the venue after the next Development meeting.

--Brian distributed samples of the new stickers we will be using. They were actually more durable and cheaper than the ones we were looking at previously.

--We have received the OK to distribute contact cards for the graduating seniors to fill out with their addresses and/or emails. We hope to share the information with PMAA. Jan and Brian will discuss what the cards should look like.

The next meeting of the Marketing Committee will be on March 14 at 8:00 a.m. at the GSC.

**Development Committee:** Pat distributed the new brochures for the Golf Scramble. He presented the

filled Traveling Trophy to Don. We need to fill the field, secure sponsors and obtain raffle items.

--Our EITC donations now total over \$29,000, thanks to a \$5,000 check from People's Bank. (Thank you, Eric!)

--Our Founding Friends initiative, begun 12 years ago, has matured to the point that we can begin distributing the funds. It was set up for us to be able to withdraw 4% of the earnings (\$32,000 per year in perpetuity). We will be able to use the funds beginning with the next fiscal year. Don moved that we use the 4% for Venture Grants in the fall. Kathy seconded and the motion carried 9-0.

--Robin reported on the nomination of three candidates for approval next month. Jody Blouch, Matt Blank, and Brad Seiger are set for approval. They will replace Don, Carole and Jeff whose terms will end June 30.

--We discussed the request for funds from Junior Achievement in Development. We decided that the request doesn't really fit with our mission, but funds could be requested for specific programs through Venture Grants.

--Scholarship Update: The committee has a training session with Kaleidoscope on March 19 from 1:00-2:00 in the Manor Board Room.

--Kathy has been researching software for non-profits and is in the process of making a matrix that will compare our best choices. We thank Paula, too, for inputting data.

--Pat received the Lucky Dog check for the NFL burgers.

--Annual Letter Campaign—Thursday, June 20, 2019

--Annual Fundraiser Dinner—Sunday, September 22, 2019

The next meeting of the Development Committee will be on March 21 at 7:30 a.m. at the GSC. A meeting of the Fundraiser Dinner Committee will follow at 8:30.

**Superintendent's Report:** Dr. Mike reported that Letort has been nominated to apply for the Blue Ribbon School designation. The application is very detailed.

--The administration is in the process of interviewing for the new high school principal.

--Dr. Mike showed us some renderings of the high school building project. A lot of inconvenience will begin next week with changes in parking, rooms and the front entrance.

The meeting adjourned at 8:55 a.m. after the unanimous passage of a Nafziger/Kline motion.

The Executive Committee will meet following adjournment.

The next Board meeting will be on Thursday, April 4, 2019 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary