

Penn Manor Education Foundation Minutes July 11, 2019

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: Matt Blank, Jody Blouch, Kathy Fish, Joe Herman, Paula Howard, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Brad Seiger, Tracy Seiger, Dianne Smith, Barb St. John, Brian Wallace, and Eric Warfel.

President's Comments: Tracy welcomed our new board members: Matt Blank, Jody Blouch, and Brad Seiger. Matt is actually returning to the Board after a brief absence. He is now the busy and proud father of 2 future Penn Manor students, as well as a Penn Manor alumnus. Jody is a 1975 Penn Manor alumnus and recently moved back to the area. She is also the sister of Jill Albert, our District Office receptionist. Brad is a 2014 Penn Manor alumnus and is excited to be joining the board as a way to give back to the Penn Manor Community. New officers: Kathy Fish, Vice President; and Barb St. John, Secretary were also welcomed. Tracy circulated copies of contact information for the 2019-2020 Board Roster and also the Committee sign-ups, including our new Social Media Committee. She asked those present to update information and confirm their committee assignments.

Minutes: The minutes of last month's meeting were approved by the passage of a Fish/Howard 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, the 2019-2020 Budget, and the expenditures. He reported that June was a good month for investments. Our fiscal year ended very strong! We recently received EITC in the amount of \$22,000 from BN Excavating. There was some sharing and discussion about EITC. Brian, Jan, and Nicki provided information about the confusion and challenges with accessing and using EITC funds. They shared that it took several months and the help of Senator Scott Martin and his staff member, Terry Trego, to finally gain access to the \$22,000 donated by BN Excavating. We use EITC money to help fund our Venture Grants. Our EITC total last year was \$28,000 and this year is \$51,000. Our total net revenue for the year (\$41,000) was lower because we paid out more in scholarships, venture grants, and invested funds to set up our scholarship system with Kaleidoscope. In June we had \$91,000 of investment income. This is about a 6.5% return on our investment with PNC. A Myers/Kline motion to approve the June expenditures and the July Finance Report carried 14-0.

Don shared the 2019-2020 budget. He explained that we are now paying \$25 per month for ACH filtering due to the amount of fraud. He noted that there were 12 attempts on our account over the past several months making this a very necessary budget item for us to consider. Don also highlighted the increases and changes in the new budget, which were previously mentioned at the June PMEF Board meeting. A Kline/Smith motion to approve the budget carried 14-0.

Executive Director's Report: Jan reported on the progress of the Memorial Books. She has been able to make contacts with the families of Megan Martin (Letort) and Sean Moore (High School) and was also able to gain input from some staff members. It has been difficult to make contact with the Sorial family (Manor Middle). Jan is working with Manor Middle staff and possibly one clergy member who are close to the family to help choose appropriate books. The suggestions and \$100 per student to pay for them will be forwarded to the librarians. Bookplates naming the students will be placed in the

books.

--The scholarship committee met to review how our new process worked this year. They will be meeting with Kaleidoscope on July 18 to discuss changes to improve the process for next year. Ellen and Joan Pollock had concerns about students changing their major mid-scholarship on their multi-year scholarship. They do not want to cover cost since a student changed their major to something other than what their scholarship was originally designated to fund. The wording of their scholarship will be changed going forward. Fish/Nafziger motion was made and a unanimous vote was given to pay 2 years @ \$1,000 per year, if needed. Jan also reported that we have two new scholarships: The Penn Manor Class of 2019 (\$6,000), and The Penn Manor Alumni Association Legacy Scholarship. The Association is eliminating dues and requesting that their members make a donation to the Legacy Scholarship or our Strong and Healthy Families Fund.

--We received \$900 from St. Phillips Catholic Church (their tithing donation) for Strong and Healthy Families.

--Opening Day will be August 19. All who are able are encouraged to attend at 8:00 a.m. (Location to be announced closer to August 19).

Marketing Committee: Tracy reported that the deadline for our fall FOCUS publication is July 22. Brian will be working to get that completed and distributed.

--The Football Program ad has been submitted (a black/white two-page ad).

-- Our incentive gift idea for the staff will be a cell phone/tablet holder with our logo. We approved the cost of \$4.20 each. We will also have a restaurant sponsor for the \$10 gift cards as an added incentive. There will also be a drawing for one \$100 restaurant gift card. The restaurants are yet to be determined.

--The Fundraising Dinner Committee will meet at the venue next week. Nicki said that she is working with Kevin White at "717 Tickets" to help promote the event. Kevin is a Penn Manor alum. Save the Date postcards have been mailed and distributed to community members and Penn Manor School Board members. We are encouraged to give them to people who have not attended recently that may be interested in attending.

-- Homecoming is October 18. We will share a tent with the Alumni Association. We will be handing out bumper stickers and providing photo opportunities. We will need several members to help staff the tent.

--The Extra Give is November 22. Registration is happening now. We will be holding a Happy Hour event (to be determined). Last year we raised over \$13,000 in 24 hours!

The next meeting of the Marketing Committee will be on Thursday, July 18 at 8:00 a.m. at the GSC. The Scholarship Committee will meet on Thursday, July 18 at GSC at 9:00 a.m. The Fundraising Dinner Committee will meet on Thursday, July 18 at Drumore Estate at 10:30 a.m.

Development Committee: Pat addressed our new members and explained what the Development Committee does. He also described the work performed by the Marketing Committee.

--Pat reported that we received many positive responses from the Golf Scramble.

--Paula shared that our letter campaign went very smoothly. Letters were mailed July 1 and we have already received \$2,158. Seven contributions were specified to go toward scholarships. Joe was also thanked for providing food and beverages for our letter-writing workshop.

--Kathy Fish has a demo arranged for sometime in August for a small group to view and check out the new data management software program.

The next meeting of the Development Committee will be on Thursday, July 25 at GSC at 7:30 a.m.

Superintendent's Comments: Dr. Mike stated that this summer has been unusually busy. The District is holding a new Elementary Coding Camp. The FFA has been very successful again this year.

Our new high school principal, Baron Jones, started July 1 and is doing very well getting adjusted. The high school construction is well underway. Dr. Mike also mentioned that he has been extremely pleased with the coverage LNP has provided in their Tuesday "Schools" Section in recent weeks. Two examples were their coverage of the Doug Maine Scholarship and an article on Strong and Healthy Families.

The meeting adjourned at 8:30 a.m. after the unanimous passage of a Myers/Fish motion.

The next Board meeting will be on Thursday, August 1, 2019 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary