

Penn Manor Education Foundation Minutes
June 6, 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: Kathy Fish, Joe Herman, Paula Howard, Jeff Kirk, Pat Kline, Jan Mindish, Rich Myers, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, Barb St. John, Don Mowery, Brian Wallace. Tracy passed around sympathy cards for Joan and Ellen Pollack and for the Leichliter Family for us to sign. Then she led the farewell comments for Don Mowery, Jeff Kirk, and Carole Shellenberger, whose terms on the Board will expire at the end of the month. Tracy expressed appreciation for Don's number skills and consistency. Pat thanked Jeff for his financial advice and investment help. Jan thanked Carole for her service as secretary and her involvement on several committees and for being the "Raffle Queen."

Minutes: The minutes of last month's meeting were approved by the passage of a Nafziger/St. John motion 11-0. 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 it was not a good month for investments, but we are still ahead for the year. Our assets still total nearly \$2.2 million. May's activity was normal with more checks written for scholarship awards. A Myers/Fish motion to approve the May expenditures and the June Finance Report carried 11-0.

Don reported that the budget is still in draft form. He did comment on how we would be using the Founding Friends investments for Venture and Strong and Healthy Families Grants next year. We are planning to increase the Executive Director's stipend, and there will be a slight increase in what we pay Fluent Solutions for bookkeeping. We also have to include the \$3,000 fee for Kaleidoscope. The donor software we are studying will probably cost around \$3,000, too. We will approve the budget at the July meeting.

Executive Director's Report: Jan reported on the progress of the Memorial Books. We are asking parents and teachers for suggestions for books to remember our students who have passed. The suggestions and checks to pay for them will be forwarded to the librarians. Bookplates naming the students will be placed in the books.

--PMEF will be a donation option at the Lancaster MusicFest on September 14.

--Opening Day will be August 19, so it is time to start thinking about an incentive gift for the staff!

--Jan shared the thank you notes we have received for the Retiree Breakfast and scholarships.

Marketing Committee: Tracy reported that Robin sent in the check for the Vendor Fair. Suggestions for next year should be forwarded to Robin.

--We will place an ad in the Football Program again.

--Tracy thanked Brian for the new insert for the Letter campaign.

--Fall Focus ideas should be sent to Brian or Jan.

--Nicki reported that there will be a Save-the-Date card sent to a targeted group, including those who haven't attended in a few years and those who might enjoy coming but haven't. Jan sent around a list that she and Carole composed after looking at past programs and the donor roster. It will cost around \$80 to print the postcards.

The next meeting of the Marketing Committee will be on June 13 at 8:00 a.m. at the GSC. The Fundraising Dinner Committee will meet after Marketing on the 13th at 9:00 at the GSC.

Development Committee: Pat was happy to report that the field is full for the Golf Scramble to be held at Meadia Heights on June 18. We are actually ahead of schedule. We have all major sponsors secured. He thanked everyone for all the raffle prizes as he presented a very nearly finished list. He reviewed all the assignments for the day. Volunteers should report by 8:30.

--We voted on the vetted candidates, Matt Blank, Jody Blouch, and Brad Seiger. The passage 11-0 of a Myers/Nafziger motion approved all of the candidates. Robin should contact them to let them know they are in!

--We also approved the new slate of officers for the next term with the passage 11-0 of a Kline/Nafziger motion. They are President--Tracy Seiger; Vice-President—Kathy Fish; Secretary—Barbara St. John; and Treasurer—Don Mowery.

--Annual Letter Campaign—Thursday, June 20, 2019. Board members will receive packets for signing even if they are unable to attend the actual signing. Let Paula know if you can't come. The letters will be sent out on July 1.

--Scholarship Update: Pat talked about his favorite night and thanked everyone involved (especially Jan and her committee) in the Senior Awards Ceremony. Sixty-five students were awarded \$70,000. Jan thanked Dianne for sending the multi-year letters, and she has talked already with members of the Class of 2019 about establishing a scholarship.

--Kathy is still working on gathering information about the database software.

The next meeting of the Development Committee will be the Letter Signing on June 20 at 8:00 a.m. in the Manor Middle faculty room.

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

The next Board meeting will be on Thursday, July 11, 2019 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger
Recording Secretary