

Penn Manor Education Foundation Minutes
August 1, 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, Robin Jeffers, Pat Kline, Jan Mindish, Nicki Nafziger, Brad Seiger, Tracy Seiger, Dianne Smith, Barb St. John, Brian Wallace, and Eric Warfel. Tracy distributed copies of the 2019-2020 Board Roster and Board Terms. She also passed around the sheet for committee sign-ups for new members to choose their committees and for everyone else to confirm their committee assignments. Tracy also distributed pledge cards and envelopes to everyone encouraging them to participate in our annual fundraising campaign.

Minutes: The minutes of last month's meeting were approved by the passage of a Howard/Nafziger 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: Pat presented (in Don's absence) the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. He reported that we are off to a great start for the new fiscal year with revenue coming in, mostly from our letter campaign. Our investments were up by \$29,000 in July. Our total assets held by the Foundation total \$2.316 million, which is now at an all time high! Our July expenses included payment to Penn Manor Productions for the Douglas Maine Endowment and several payments to recipients of recurring annual scholarships. The total net income for July was \$32,000. A Blank/Smith motion to approve the June expenditures and the July Finance Report carried 13- 0.

Executive Director's Report: Jan shared thank you cards received from 2 scholarship recipients. --Jan announced that the Douglas Maine funding has been completed with payment made to Penn Manor Productions to reimburse the cost of their New York trip and artist presentations in New York. She said that the music department would use their portion (\$5,000) of the Douglas Maine Endowment this fall.

--Jan reported that the Scholarship Committee met with Kaleidoscope on July 18. The Committee asked for improved SORT features to include access by major, student name, scholarship name, and possibly name of college or trade school. We also discussed the option for students to get a recommendation from someone outside the school community. We also asked for the option for those asked for recommendations to say "no" if they don't feel comfortable with giving a recommendation for a particular student. Kaleidoscope agreed to provide the requested revisions. They also encouraged us to consider one common application rather than separate ones for each scholarship. The Committee agreed that this sounded like a good option. Greg Dehn of Kaleidoscope asked Jan if she would be willing to share our experience with another organization that is looking at trying the online application process for their students. Jan agreed to do so and met by phone to meet and share with the individual.

--A request for seven more Wi-Fi hotspots at a total cost of just under \$2,000 was made to assist students who do not have internet access at home. A Blouch/Nafziger motion was made and carried 13-0.

--Emeritus Guidelines for PMEF have been revised to include all committee options. A Kline/Fish motion was made and a unanimous vote followed (13-0) to approve the revision.

--A request for Carole Shellenberger to become a new Emeritus member was made. A Jeffers/Blank motion followed by a vote of 13-0 approved the request.

--A social has been scheduled to recognize our departing Board members on August 13, from 6:00-8:00

p.m. at Copper Hill.

--Opening Day is August 19 at 8:00 a.m. All who are able to attend are encouraged to do so. We will be announcing the dates for Fall Venture Grant applications and encouraging staff to consider applying. We will also explain the option for staff to contribute to PMEF through payroll deduction. Brian will notify staff by email the day prior to opening to tell them that the forms to contribute are now online.

Marketing Committee: Tracy reported that Brian has been working on the Fall 2019 edition of our FOCUS newsletter and that it is about 85% complete and going well.

--Cell phone/tablet stands have been ordered as our incentive gift for staff contributions.

--Copper Hill will again be sponsoring all \$10.00 gift cards (about 140) that staff can receive for a higher-level contribution. Copper Hill has also agreed to donate a single \$100.00 gift card for the prize drawing, as well.

--Tracy also reported that new stationary has been ordered.

--Nicky updated us on the progress of our Fundraising Dinner on September 22 at Drumore Estate.

Matt and Nicky are still working to find a band for the event. Nicky encouraged Board members to order their tickets soon. Jan explained the change to one level of raffle tickets. She encouraged us to donate or find someone to make a donation to the raffle. Carole Shellenberger is working to confirm contributions from those who have donated previously. We will not need to cover the cost of valet parking this year since a new paved lot is located just behind the venue. Nicky requested Board members to contribute to a Libation Wagon for the live auction. There will be a movie theme to the wagon so members are encouraged to attach a tag naming their favorite movie. These donations can be given to Nicky or brought to the event.

--Homecoming is October 18. We will share a tent with PMAA. Bumper stickers will be given out and our backdrop will be used to encourage folks to take photos and share them on social media. We will have a sign-up sheet closer to the event for volunteers to staff the tent.

--ExtraGive 2019 will take place on November 22. We will have Happy Hour at Bert's from 4:00-7:00 p.m. Our registration is complete, but Jan and Matt will work on our electronic posting to enhance it with photos.

The next meeting of the Marketing Committee will be on Thursday, August 8 at 8:00 a.m. at GSC.

Development Committee: Pat shared that our Golf Outing for next year will be held on Tuesday, June 16, 2020.

--Fundraisers – Year in Review – Pat expressed that it was a great year and we are hoping to continue those successful events again in the coming year.

--Venture Grants – We must use 80% of \$50,000 of EITC plus an additional \$30,000 of Founding Friends money so there will be about \$75,000 available for this year.

--Kathy gave us an update on her research for database software. One company is offering a one-hour webinar to the committee, Paula, and Don. Kathy will work to coordinate this opportunity.

--Rich Myers will join Don Stewart to work on Legacy giving. Pat requested an additional member to work with them.

The next meeting of the Development Committee will be on Thursday, August 15 at 8:00 a.m. at GSC.

Superintendent's Comments: Dr. Mike was attending a meeting out of town. (No comments).

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

The next Board meeting will be on Thursday, September 5, 2019 at 7:30 a.m. in the Manor Board Room. Finance and Executive Committee meetings will follow the September Board Meeting.

Respectfully submitted,

Barbara J. St. John
Recording Secretary