

## **Penn Manor Education Foundation Minutes September 5, 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, Robin Jeffers, Joe Herman, Paula Howard, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Tracy Seiger, Barb St. John, Brian Wallace, Eric Warfel, and Kevin Weber. Tracy distributed a revised copy of our committee lists. She also reminded us to consider making our annual pledges if we haven't already done so. We are at about 50% on board participation in contributions so far.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Howard/Myers motion 12- 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 a Money Market account has been opened at Fulton Bank as a way to restrict the amount of funds in our checking account. This will help to prevent electronic withdrawals and check fraud. He said that we also receive a higher interest rate with the Money Market account. As far as income, Don noted that we are still receiving some community pledges from our June mailing. We've also received income for our Dinner Fundraiser, Board member pledge donations, and some money still coming in from the Golf Outing. Our Net Ordinary Income is down about \$2,000 so we're lagging behind a little. He said that our investments are still strong for the year considering that sluggish market with all the recent ups and downs. A Nafziger/Kline motion to approve the August expenditures and the September Finance Report carried 12- 0.

**Executive Director's Report:** Jan reported on the progress of staff contributions from our Opening Day and email requests. To date, we have received just over \$17,000 in payroll deduction pledges.

- Teachers were told that there will be \$70,000 for Venture Grants and Jan encouraged them to consider applying this year.
- The name of a new teacher was drawn at Opening Day and two tickets to our Annual Fundraising Dinner were awarded to that teacher.
- Members signed up to distribute our incentive gifts to staff from September 17-19. Brian reminded us to take photos with staff AND students and share those with him.
- Donna Brady made a request for a commitment of \$5,000 from us to cover the cost of AP Exams through Strong and Healthy Families. The committee agreed to allocate this and that no vote was needed.
- Book choices are being finalized and purchased for our memorial book program. Jeff Taylor is taking care of selecting books at the high school in memory of Sean Moore. Carly McPherson is selecting at Letort in memory of Megan Martin, and Kathy Kirk and a friend of Kerlous Sorial are choosing books in his memory at Manor Middle. The bookplates are being created and sent to those contact people so that the books can be placed into circulation very soon.
- The next PMAA meeting will be held September 19 at 6:00 p.m. at Copper Hill. Plans for our shared tent at the homecoming football game will be discussed. Jan would also like to try and involve the alumni in Extra Give.
- Jan announced the Livermorial Fundraiser to be held at the Millersville VFW on September 21. This is to raise funds to cover the cost of the annual scholarship in the name of Jim Livermore. He was a

Class of 2,000 graduate and a former Marine who returned to the area after serving until the time of his death.

--PMEF will be a donation option at the Lancaster MusicFest on September 14. \$15 of each ticket purchase goes to the cost of musical instruments. The music department has posters and cards to promote the event. Some of our alumni are singing at the event.

**Marketing Committee:** Tracy reported that our Annual Newsletter went to print on August 29 and that it would be mailed out shortly. Tracy thanked Brian for his extensive work on this!

--ExtraGive – November 22. Happy Hour will be held at Bert's from 4:00 – 7:00 pm. The Millersville Business Association will again be providing a gift basket as a raffle prize. Jan shared several new ideas for this year. She was hoping that we could have several people provide testimonials as to why they give to PMEF. Another idea is to try to find sponsors to match funds collected over a certain period of time. Example: a particular business may agree to match everything we collect between the hours of 4:00 – 7:00 pm. Jan also mentioned that the minimum contribution has been lowered to \$10, which is lower than in the past.

--It was discussed and our members agreed that we would not have a presence at "Saturday in the Park" this year (on September 14) due to many calendar conflicts.

--The Homecoming football game is October 18. We will share a tent with PMAA. We plan to use our backdrop for photo opportunities and provide bumper stickers to our visitors at the tent. Tracy circulated a sign-up sheet for shifts to cover the tent during the game.

--Venture Grants applications are due on October 19. There is \$70,000 available for the funding of grants this year. The committee will be setting up a time to meet after the applications are in.

The next meeting of the Marketing Committee will be on Thursday, September 20 at 8:00 a.m. at the GSC.

**Development Committee:** Pat thanked Jan for her Opening Day presentation. He was impressed by the show of hands of those who had received Venture Grants in the past.

--Fundraising Dinner Update: Nicki announced that ticket purchases are a little lower than they were at this point last year. The deadline is Friday (September 6). We were encouraged to alert our table members and share the promotions as they are posted on social media.

--Lucky Dog Café is again doing a promotion with a special sandwich for each NFL game. A portion of the sales from those sandwiches will be donated to PMEF.

--EITC Update: Nicki and Kathy have now joined the committee.

--Legacy Update: Retired Penn Manor High School Faculty Member, Jim Ziegler, is our newest Legacy contributor.

--Letter Campaign Update: We are now at \$15,800 in total contributions from our June letter campaign.

--Charity Golf Scramble Date Saver: The event will take place on Tuesday, June 16, 2020 at Meadia Heights.

--Nicki also mentioned that Bert's Bottle Shop would be doing a Lobster Feast (or Fest) sometime in the near future. He has committed to contributing a percentage of the profit from this to PMEF.

The next meeting of the Development Committee will be on Thursday, September 19, at 7:30 a.m. the GSC.

**Superintendent's Comments:** Dr. Mike reported that former teacher Norma Aston has designated in her will that a contribution be made to PMEF in the amount of \$1,000. He also mentioned that several community members have as about possibly establishing a scholarship in her memory.

--Dr. Mike also talked about why we are emphasizing equity. He presented visuals to show that statistics (District Collective Programming) and said that we want to own and change the disparities!

--Mike announced that Penn Manor grad and former player Jamal McCaskell would be honored and remembered at the first home football game (September 6).

--Construction: Dr. Mike encouraged us to stay up to date on the high school construction process by viewing the website and LIVE construction camera.

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

The next Board meeting will be on Thursday, October 3, 2019 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John  
Recording Secretary