

Penn Manor Education Foundation Minutes December 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, Brad Seiger, Tracy Seiger, Dianne Smith, Barb St. John, and Brian Wallace. Tracy shared the “Board Member Expectations” policy and opened for discussion. A Blouch/Howard motion was made and carried 14-0. Tracy also reviewed the “Board Minutes” policy. This was approved by the passage of a Nafziger/Jeffers motion 14-0.

Minutes: The minutes of last month's meeting were approved by the passage of a Kline/Blank 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, and the expenditures. He also shared our financial review from Hostetter and Hostetter. Don reported that our total assets this month are lower due to our Venture Grant distribution of \$93,000. Don said that our endowed scholarships are at \$6,500. This is down because the money for many of these will come in during the month of December. We are now able to receive non-endowed donations through PayPal. Our community donations are up this month—many in memory of Gail White. Our total income for this month is \$14,000 and our year-to-date income is up. Don said that our investment income is at \$43,000 for the month. Don mentioned that our fees have increased due to the cost of our extra security measures and PayPal fees, both of which he feels are money well spent. A Kline/Fish motion to approve the November expenditures and the December Finance Report carried 14-0.

Executive Director's Report: Jan reported that she has sent the new scholarship information to Kaleidoscope for the following scholarships: Chris Shank, Class of 2019, PMAA Legacy and Megan Martin. The Norma Aston scholarship will not go on Kaleidoscope since it will be chosen by the Penn Manor English Department. Online applications will go live in January. New scholarships will be posted on the PMEF website and on Facebook in December. Pat helped Dianne review the amounts and Dianne sent letters to our annual scholarship sponsors.

--Jan shared that there will be two additional new scholarships: Dave Ober Memorial and Carl Rintz Memorial. Jan isn't yet sure if these will be added to Kaleidoscope.

--Jan thanked those who helped with transportation to the Immigration Family Dinner/Fun Night in November.

--Jan announced that through Don Stewart's efforts with Teen Hope and the countless screenings they have provided, over 600 families in Lancaster County are now receiving services!

Marketing Committee: Tracy reported that the Awards Committee reviewed over 76 Venture Grant applications, with requests totaling nearly \$200,000. They approved 67 grants totaling nearly \$93,000 to all buildings. She thanked all who helped deliver checks and take pictures. Tracy also encouraged us all to keep “liking” and “sharing” our PMAEF posts on social media.

--ExtraGive follow-up: Tracy expressed her thanks to Nicki for planning and gathering the prize basket items for the terrific Happy Hour at Bert's and for everyone who attended. We received nearly 150 donations totaling \$14,798.25. We are still waiting for the amount of stretch pool funds. The list of donations of “In Honor” & “Memory” will be shared upon receipt. Tracy said that the Social Media Committee did a great job on our ExtraGive site and with promoting the event.

--Strong & Healthy Family Grant applications will go out to champions by the end of December and

will be due in January.

The next meeting of the Marketing Committee will be on Thursday, December 12 at 8:00 a.m. at the GSC.

Development Committee: Pat reminded everyone about the Lucky Dog Café promotion. They have a special burger for every NFL game and a portion of the proceeds benefits PMEF.

--Pat thanked everyone for doing the December “face time” at the school music concerts.

--EITC update: We are now at \$12,300.

--Legacy update: letters of thanks have been sent to Don Stewart and those who helped him.

--Pat also shared that we have now received between \$21,000 and \$22,000 from our Annual Letter Campaign.

--Donor management system update: the committee (coordinated by Kathy Fish) recommended Eleo online donor management software. Kathy shared that this is a cloud-based program. She also noted that it is used by Homestead Village. The committee explained that this will take a long time to implement and our cost once it's in place will be \$39/month. We have budgeted \$3,000 for the first year so that we can pay some extra money to our bookkeeper to help with the implementation process. A Howard/Nafziger motion to approve Eleo was made and carried 14-0.

--Vendor Fair will be held May 9 at St. Philips

--The Charity Golf Scramble will be held on Tuesday, June 16, 2020 at Meadia Heights.

--There are still tickets available for the July 2020 Dinner (Picnic) at Drumore Estate for \$50 each.

--The Annual Fundraising Dinner will be held on Sunday, September 20, 2020 at Drumore Estate. We will begin soliciting sponsorships in January.

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

Superintendent's Comments: Dr. Mike thanked us for all of our work! He also encouraged us to attend the music concerts offered at each school through the month of December. He told us that the construction continues to progress well. Dr. Mike told us about a unique opportunity for our AP Research students, which has been arranged by Todd Mealy. Kate Clifford Larson, an author and biographer for Harriet Tubman will view the movie with the students at Penn Cinema and then speak to the students following the movie about her research process and her experiences as a biographer.

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

The next Board meeting will be on Thursday, January 9, 2020 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary