

Penn Manor Education Foundation Minutes
November 7, 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: Jody Blouch, Kathy Fish, Robin Jeffers, Joe Herman, Pat Kline, Mike Lechlitter, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Brad Seiger, Tracy Seiger, Dianne Smith, Barb St. John, and Brian Wallace. Tracy encouraged us to recommend possible candidates to join the Board for 2020-21. She currently has 4 possibilities. She also mentioned that a formal list of Board Member Expectations would be created. Tracy also sent around a revised committee list and asked everyone to confirm his or her committee assignments.

Minutes: The minutes of last month's meeting were approved by the passage of a Myers/Nafziger 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 this month was another high in total assets. This will go down next month due to our Venture Grant distributions. Don also reported the receipt of a non-endowed scholarship from the Class of 2019. Don shared that we had an increase of about \$5,000 from our Annual Dinner Fundraiser! Our income for the year is at \$80,000. We were at \$73,000 at this time last year. Don said that our investments are also in great shape year-to-date (better than last year). A Blouch/Kline motion to approve the October expenditures and the November Finance Report carried 12- 0.

Executive Director's Report: Jan shared many "Thank You" notes from students who attended field trips covered by Venture Grants. Jan also shared that she spent time in collaboration with someone from another education. That individual expressed to Jan that our website is "second to none"! -- Jan passed around a sympathy card for Gail White's family for us to sign. Gail was a former Penn Manor High School teacher and strong PMEF supporter! Upon her death, the family of Gail White requested memorial donations be made to PMEF. In just a week's time, we have received about \$400! --We earned \$344.77 from the fundraiser at Ooh La La Consignment. This event was planned and coordinated by Jill Albert. Jan expressed our thanks to Jill! -- The Class of 1999 donated extra funds from their reunion to PMEF in the amount of \$394.66. --Memorial Books update: Jan met with the family of Megan Martin and will be sending letters to the families of Sean Moore and Kerlous Sorial to share the details about the books that have been purchased in placed in the school libraries in memory of these students. --Scholarship update: Four new scholarships have been sent to Kaleidoscope.

Chris Shank – for someone entering the field of communications technology

Megan Martin – for someone going into elementary education that has overcome some type of adversity

Class of 2019

PM Legacy

There will also be a scholarship in memory of Norma Aston, but this will be chosen by the Penn Manor English Department. Jan said that letters are now being sent to get the money from our annual scholarship contributors. Jan mentioned that our new scholarships will be posted on our website and Facebook in December.

--Doug Maine Endowment: The music department is planning a March NYC trip to see "Wicked". They have contacted Doug Maine to make arrangements. There will be 53 students attending at a cost of \$77 per ticket. The remaining funds will cover transportation.

--Wendy Letavic has arranged 3 dinners during the school year for our immigrant families that have been with us for less than a year. She requested help to transport some students and families to the first event at Hambright on Tuesday, November 12. Jan was able to secure the needed volunteers for transportation.

Marketing Committee: Tracy thanked all volunteers who helped with our tent at Homecoming on October 18. Tracy reported that the Awards Committee reviewed over 70 Venture Grant applications with requests totaling nearly \$200,000. We were able to either fully or partially fund 67 of the 76 requests. There was \$80,000 in our budget for Venture Grants. The Committee requested an additional \$12,877 to fund what they approved. A Kline/Jeffers motion was made to approve this and carried 12-0. Venture Grants will be distributed on November 25 and 26. A sign-up sheet was sent around to determine who would distribute them at each building.

--ExtraGive on November 22. Tracy encouraged us to share and invite people to our Happy Hour at Bert's from 4:00-7:00 pm. She also noted that there is a link that allows those out of town to also have the opportunity to contribute. Tracy also sent around a sign-up sheet for members to contribute during specific time slots as a way to ensure our chances for additional prize money. Nicki is requesting donations from Penn Manor businesses for our prize basket that will be awarded at Bert's.

--A Holiday Concert schedule for all our schools was shared and a sign-up sheet was circulated so that brief PMEF remarks can be made to all those attending the concerts.

The next meeting of the Marketing Committee will be on Friday, November 15 at 7:30 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.

--EITC update: We are now at \$8,300. A new contribution of \$1,000 was just received from UPMC.

--Legacy update: letters have recently been sent out.

--Pat also shared that we have now received over \$20,000 from our Annual Letter Campaign.

--Vendor software update: a recommendation will be shared at the next Development Committee meeting.

--Fundraising Dinner follow-up report: Nicki urged members to share their feedback NOW with Jan or Nicki. The committee will be meeting to review feedback and discuss changes for next year. Pat again thanked everyone for their hard work in making this annual event another huge success!

The next meeting of the Development Committee will be on Thursday, November 21, GSC at 7:30 a.m.

Superintendent's Comments: Dr. Mike shared that the fall high school play will take place on November 22 and 23. The play is "Almost Maine". He also shared that the ceremony for Letort Elementary to receive the National Blue Ribbon School award will take place in Washington, DC on Friday, November 15. Dr. Mike also projected a live view of the high school construction and gave us an update of the status of the construction.

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

The next Board meeting will be on Thursday, December 5, 2019 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary