

Penn Manor Education Foundation Minutes
June 4, 2020

President Tracy Seiger called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. through a remote Zoom connection. In attendance were the following: Matt Blank, Jody Blouch, Kathy Fish, Joe Herman, Paula Howard, Robin Jeffers, Pat Kline, Mike Leichter, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Brad Seiger, Tracy Seiger, Dianne Smith, Barb St. John, Brian Wallace, and Eric Warfel.

Tracy reminded us that this is the last meeting of this fiscal year. It was also her last meeting as our president and a Board member. Jan officially thanked Tracy for her years of service and her efforts in serving as our president over the past two years. Jan wished her well as she fills more of her time with grandchildren and family. Pat thanked Eric for his many contributions to the Board over the past 6 years. The Board members present echoed their words with their own thanks and congratulations.

Minutes: The minutes of last month's meeting were approved by the passage of a Blouch/Herman motion 15-0. 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 electronic copies of the report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. We currently have \$2.36 million in assets. He reported that our investments increased \$49,000 this month. He said that we're still down, but only \$110,000 down from our all-time high. We have a positive investment income total of \$64,000 for the year. Our expenses included \$60,000 in scholarship checks plus bookkeeper and salary expenses. A Myers/Kline motion to approve the May expenditures and the June Finance Report carried 15-0.

Executive Director's Report: Jan started by providing us with the following Scholarship report: Thanks to the Board members who presented all of the awards for the Virtual Awards program, which can still be viewed online. Letters went out to all sponsors explaining this information. A revised letter was mailed to all recipients with their checks and stamped "Thank You" envelope the morning after the program. The Valedictorian and Salutatorian letters and checks were sent after the Commencement ceremony. Jan has already received some "thank you" notes from scholarship winners and shared very positive comments about the quality of their letters. Letters will be sent to scholarship sponsors with details about the recipients, a copy of their essay, and the link to view the ceremony.

--A follow-up Zoom meeting with Taylor and Bronte at Kaleidoscope to plan changes for next year is scheduled for June 11.

--Dianne will send letters to multi-year scholarship recipients in June.

--There is no news on the \$25,000 Community Foundation grant.

--\$5,000 STEM grant for Project Based Learning, K-12, is due June 30.

--Jan received a refund check for theater tickets from the Music Dept./Doug Maine trip because it was cancelled due to Covid-19. She emailed the Music department to reschedule a trip next year. The Theater department will also be planning a trip for next year.

--Jan thanked Chad Billman for all his work in scheduling Zoom meetings for the PMEF Board over the past few months.

--A location will need to be determined for future Marketing and Development Committee meetings due to the closing of George Street Café. More discussion and information will be shared in July.

Marketing Committee: Tracy thanked Brad for working with PMAA and PMEF to coordinate messages for the Class of 2020 posted on the PMHS webpage. The total “likes” is now 1744.

--Tracy noted that the Social Media committee will be meeting with Brian in July to work on updating the PMEF website.

--Work on FOCUS 2020 has begun. Please get stories and photos to Brian. Bios, pictures, and contact information for new Board members is needed. Brian will reach out to some staff members who received Venture Grants to add to the FOCUS, as well.

--PMEF received \$1,000 from Millersville Women’s Club to help cover the cost of uniforms for CTC. The funds will be sent to Penn Manor Family Fund.

--Tracy asked for ideas for a staff incentive gift for this year. Further discussion will take place at the Marketing Committee meeting.

--Tracy noted that Marketing and Development Committees will have a combined meeting via Zoom this month.

The next meeting of the combined Marketing and Development Committees will take place online in Thursday, June 11 at 7:30 a.m. via Zoom.

Development Committee: Pat began with a request for a motion and vote to elect Dave Murray to fill our third Board vacancy starting July 1. A Kline/St. John motion was made and carried 15-0.

We will vote on our slate of officers in July. They are: President – Kathy Fish, Vice-President – Joe Herman, Treasurer – Don Mowery, and Secretary – Barb St. John.

--EITC update: Our total is now \$19,800 with a recent receipt of \$5,000 from Peoples Bank. We will post thanks to our EITC sponsors when we receive all of their logos.

--Charity Golf Scramble **UPDATE: The event will now be held Tuesday, August 4, 2020.** Pat said that we are filling up with foursomes!

--Annual Letter Campaign DATE SAVER: Thursday, June 18, 2020 in the Manor Middle board room.

--Fundraising Dinner **UPDATE:** Sunday, September 20, 2020 at Drumore Estate. Nicki will touch base with Jerissa and Karen (at Drumore) to set a deadline to make a decision about whether to go ahead or cancel for this year.

The next meeting of the combined Marketing and Development Committees will take place online in Thursday, June 11 at 7:30 a.m. via Zoom.

Superintendent’s Comments: Dr. Mike shared that there were 3,100 views of the commencement video as of last week.

--A total of 134,116 meals were served through our bus and pick-up distribution!

--The HS construction progress is coming along. The School Board voted to accelerate the process.

--Opening Day is Wednesday, August 26. The location is yet to be determined.

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

The next Board meeting will be on Thursday, July 2, 2020 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary