

Penn Manor Education Foundation Minutes
July 2, 2020

Nominations Chairperson, Pat Kline, opened the meeting at 7:30 a.m. with the election of officers for the 2020-2021 term. Those positions include:

President: Kathy Fish

Vice President: Joe Herman

Treasurer: Don Mowery

Secretary: Barb St. John

A Nafziger/Jeffers motion was made and carried 13-0.

President Kathy Fish then called the meeting of the Penn Manor Education Foundation Board to order. In attendance were the following: Matt Blank, Kathy Fish, Joe Herman, Paula Howard, Robin Jeffers, Pat Kline, Mike Leichliter, Jan Mindish, Dave Murray, Rich Myers, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, and Brian Wallace.

Kathy opened the meeting by welcoming new members: Dave Murray and Becky Spezialetti. Dave and Becky each shared a bit about themselves and how they came to be interested in participating with PMEF.

--Committee Sign-ups: Jan gave a brief explanation about the various committees. She then circulated the lists for additions and corrections.

Kathy also reminded Board members to submit their Executive Director Performance Evaluations if they haven't already done so.

Minutes: The minutes of last month's meeting were approved by the passage of a Howard/Blank 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 officially welcomed Don back to the board after a one-year absence. Pat shared the finance update in Don's absence, using details from Don's email. Preliminary net profit for the year is \$122,000 compared to \$166,000 last year. Our investment income for the year is \$20,000 lower than last year, but still at \$125,000 year to date. With the market drop in February and March, this is still a huge success. On the revenue side, we are pretty much in line overall with last year even with having big drops in EITC donations (down \$31,000) and golf outing revenue (down \$17,000). On the expense side, in the current month we received a refund of \$4,201.50 for the school trip which was cancelled, paid out 2 annual scholarships and paid our executive director. For the year, expenses are up \$28,000. This is mainly due to increased Venture Grants and the Strong and Healthy Program. Overall, it was a great year considering all the uncertainty and volatility which has occurred.

A Blank/St. John motion to approve the May expenditures and the June Finance Report carried 13-0.

Executive Director's Report: Jan started by providing us with the following Scholarship report:

Letters were sent out to all sponsors with details about the recipient, copy of essay, link to ceremony, and "Thank you" notes, if received. "Thank you" notes have been received from 49 students so far!

--A follow-up Zoom meeting with Taylor and Bronte at Kaleidoscope to plan changes for next year took place on June 11. Jan is waiting to receive a written summary of the meeting from Kaleidoscope.

Jan thanked all who attended and shared input at the meeting!

--Letters have been sent to multi-year scholarship recipients. Checks will be cut as their transcripts are received. Jan thanked Dianne for taking care of the letters!

- PMEF has received a \$25,000 Community Foundation grant, funded by BB&T. The money will arrive by mid-July.
- \$5,000 STEM grant application for Project Based Learning, K-12, was written by Katie Harnish and has been submitted.
- ExtraGive registration will open July 7. The event is November 20,2020.

Marketing Committee: Nicki announced that the Social Media committee will meet with Brian on July 9 following the Development meeting in order to review and update the website.

- FOCUS 2020 stories and photos to Brian. Bios, pictures, and contact information for new Board members is needed. The deadline to get everything to Brian is July 16.
- Staff gifts: It was noted that the staff give about \$18,000 per year. Ideas for staff incentive gifts (magnetic memo clips, tech accessory pouch, and possible gift cards from Copper Hill) were shared. This will be discussed further and decided upon at the July 9 Marketing meeting.

The next meeting of the combined Marketing and Development Committees will take place on Thursday, July 9 at 7:30 a.m. at Pat's house (128 Swedesford Lane, Millersville).

Development Committee: Pat informed us that Jody Blouch has resigned. The Nominating committee will meet to seek out someone to finish her term (2 years).

- EITC progress report summary: The EITC application process has been extended to November so there is still a possibility of more funds coming in.
- Charity Golf Scramble **UPDATE: Tuesday, August 4, 2020.**

Schedule – PMEF members arrive at Meadia Heights at 8:30 am

Golfers check-in at 11:00 am

Lunch at 11:30 am

Shotgun start at 12:30 pm

- Fundraising Dinner STATUS: The event has been cancelled for 2020! It will be held on 9/26/2021 at Drumore Estate.

The next meeting of the combined Marketing and Development Committees will take place on Thursday, July 9 at 7:30 a.m. at Pat's house (128 Swedesford Lane, Millersville).

Superintendent's Comments: Dr. Mike shared that Opening Day will be August 26. The speakers will live-stream from the Board Room to the staff who will be located at their own buildings.

- July 1 – Athletics workouts began.
- Work to create and pass a “Back to School Plan” is coming along.
- The HS construction is moving along well.

Other Business: Venture Grants: There was a brief discussion about how we can help out this year. Dr. Mike mentioned that there might be some tools to help teachers with online instruction. We will still welcome individual projects, as well.

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

The next Board meeting will be on Thursday, August 6, 2020 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary