

## **Penn Manor Education Foundation Minutes September 3, 2020**

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. In attendance were the following: Matt Blank, Kathy Fish, Joe Herman, Robin Jeffers, Pat Kline, Mike Leichtler, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, and Brian Wallace.

Kathy opened the meeting by asking us to check our committee sign-ups one more time. Kathy also distributed our updated roster and meeting dates for the 2020-2021 fiscal year.

--Kathy also gave a Donor Software status: a subcommittee has been formed to learn the new software and work on the transition and updates. Those members are Kathy, Pat, Don, Jan, Brad, and Barb.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Blank/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. For our August report, we had \$2,607,000 in total assets, which is another all-time high! We had \$21,000 in revenue for August with a total of \$73,000 for the year. Our expenses for August included scholarship payouts, golf scramble expenses, money to Strong and Healthy for WIFI Hotspots and school supplies, bookkeeping, and our executive director salary. Our investment income for August was \$85,000. Our equity is at \$116,000, rolling over last year's profit. Our investment income total is at \$167,000 compared to a loss of \$600 last year. This exceeds our goal so far for this year. We're in a really good place considering the current economic conditions. Hostetter & Hostetter is working on last year's annual report. We will have it soon.

A Kline/Nafziger motion to approve the August expenditures and the September Finance Report carried 12-0.

**Executive Director's Report:** Jan started by providing us with the following Scholarship report: Taylor has been promoted and will no longer be our Kaleidoscope rep. Jan has a Zoom meeting scheduled with him to meet Emily, who will be taking his place. An eligibility question has been added to most scholarships to help with the process of preventing students from applying for scholarships that they are not eligible to receive. Jan received an email from Millersville University Student Services refusing to cover \$1,000 in gift cards that have already been distributed to Penn Manor recipients. Dr. Mike said that he will check into this further. We voted to cover the cost if the situation cannot be corrected. After a Kline/St. John motion, the vote carried 12-0.

--The Opening Day presentation was virtual. Jan spoke about PMEF. She explained Venture Grants with our revised focus and the flexible funding timeline. Collaboration among grade levels and buildings is being encouraged. Ideas are being channeled through principals and there is no application deadline. The staff incentive gifts include magnetic memo clips & a tech accessory pouch for all donors. A \$10 Copper Hill gift card will be included for \$80 donors. Those who contribute \$100 or more will be added to a drawing for a \$100 Copper Hill gift card. Brian provided the online form for payroll deduction. Staff may also make a single donation by check or PayPal. So far, we have received 151 staff donations! The deadline is September 11. A discussion about how to distribute incentive gifts was held. We will check with principals to see what the best way is to do it. We're hoping to still be able to get some photos of the distribution of gifts.

--We received the \$5,000 STEM Grant for Project Based Learning. The project will be Trout in the Classroom. This will be done at Hambright in grade 5. The program includes hatching trout eggs, visiting and learning about the streams where trout live, presentations by experts on the topic, etc.

--ExtraGive: Jan attended another presentation about safe ways to market this year. One idea is to have a business or community donor (or donors) to challenge others to double their money. They are offering more hourly prizes as incentives.

--We received an Amazon Smile refund check of \$50.79 for the previous 3-month period. We want to continue to make our friends and families aware of this simple program that provides funds for us.

**Marketing Committee:** Nicki announced that the FOCUS 2020 is about 80% complete and will be out to print very soon.

--ExtraGive: The committee is trying to develop ideas for business partners, substitute smaller events in place of what we've done

--PMEF supported the District request to help fund 500 school supply kits for needy students. This was done with a \$2,000 from the Strong & Healthy Families account. Jan asked if they still needed anything else. Dr. Mike checked and said that they are good!

--Football Program Ad: This is submitted August 7. We paid for a 2-page, black and white ad at a cost of \$225.

--Website: Nikki asked that any suggestions for additions or revisions to our website be sent to her. Kathy noted that ELEO will have suggestions for future website enhancement once we advance further with our implementation of the ELEO system.

**The next meeting of the Marketing and Committee will take place on Thursday, September 10 at 7:30 a.m. via Google Meet arranged by Nicki.**

**Development Committee:**

--Nominating Committee: Pat recommended Jolynn Drexel a candidate to complete a 2-year term. A St. John/Jeffers motion was made and carried 12-0.

--Letter Campaign status: The total as of August is \$13,500. This is \$2,000 higher than last year at this time. Employee giving (one-time donors) is up \$500.

--Charity Golf Scramble report: We raised \$10,808. Save the date for next year: June 15, 2021.

--EITC is asking for a focus on technology needs. Letters will be going out for this.

--Legacy Update: We've added a new name (Richard and Joyce Hibshman). Their name has been added to the virtual plaque.

--Facetime with Community: There will be no holiday concerts at our schools this year. We are thinking about other ways to reach out to our community members this year.

**The next meeting of the Development Committee will take place on Thursday, September 24 at 7:30 a.m. at Pat's house (128 Swedesford Lane, Millersville).**

**Superintendent's Comments:** Dr. Mike shared that about 900 families have chosen the fully virtual program for their students this year. He noted that most kids seem really happy to just be in school this year. He also shared that construction is coming along.

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

**The next Board meeting will be on Thursday, October 1, 2020 at 7:30 a.m. in the Manor Board Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary