

Penn Manor Education Foundation Minutes
January 7, 2021

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. This meeting was held virtually due to the Governor's updated restrictions. In attendance were the following: Matt Blank, JoLynn Drexel, Kathy Fish, Joe Herman, Paula Howard, Robin Jeffers, Pat Kline, Mike Leichliter, Jan Mindish, Rich Myers, Nicki Nafziger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Kathy opened the meeting by welcoming new Board member, Scott Stephan. Kathy also wished Rich Myers farewell and thanked him on behalf of the Board for all his time and effort over the past 3 years.

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 (for Don) presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. December was a nice month for investments with \$2,606,000 in total assets. This is just \$2,500 short of our all-time high hit in August 2020. On the Profit and Loss side, EITC money is still coming in. We are short of last year to date with 3 out of 5 donors returning. The contributions of returning donors has decreased in their overall contributions by \$1,250. David Eschbach and UPMC have not returned as of 12/31/2020. An endowed scholarship donation has been received from Richard Frerichs adding to his endowed portion and remainder to annual scholarship payout. We have also received \$4,000 for returning annual scholarships.

During the month of December, \$14,000 was paid out in Venture Grants. We are still behind from last year in the amount of spending for Venture Grants due to the different way we are handling Venture Grant requests due to the pandemic. More requests are expected in the coming months. The annual insurance premiums of \$1,250 were paid to State Farm this month. Our net investment income for the month is estimated to be \$76,000. Our year-to-date overall income is \$205,000 with \$157,000 coming from investments.

A St. John/Myers motion to approve the December expenditures and the January Finance Report carried 13-0.

Executive Director's Report: Jan started by sharing that letters have been sent to confirm intent for annual scholarship sponsors. A number of scholarship funds have come in and we're waiting to confirm intent from a few. The online applications will go live after they are confirmed.

--New scholarship: The Cory Denlinger Video Award in the amount of \$500 has been established and will be sponsored by Penn Manor alum, Eli Baldrige. This will go through the High School counselors, not on Kaleidoscope.

--Venture Grants: So far, the grant committee approved and funded 14 grant requests from the High School, Central Manor, Martic, and district-wide Kindergarten totaling \$28,957. A brief discussion took place about the approval process. The decision was made to make sure the process includes sharing requests with Dr. Leichliter, Dr. Gale, and/or Dr. Egan. This will help to filter out items that can possibly be funded through other resources.

--Strong and Healthy grant applications have been sent to champions. They are due back January 29 and will be approved virtually. There is \$25,000 available. This includes \$2,500 in dual enrollment funding approved in December. Mr. Stewart informed us that no funds will be needed for Mental Health testing this year.

--ExtraGive: Our total for this year's event was \$30,211 from 176 donors. We should receive the money in January. Kathy and Barb are working on downloading the database of donor information.

Marketing Committee: Nicki started her report by announcing that we will not be planning our annual Spirit(s) Night Fundraiser or Retiree Breakfast this year.

--Donna Brady will make and donate 3 stadium throws to raffle at our events over the coming year.

--September 26, 2021: Tentative date for Annual Dinner @ Drumore Estate. Jerissa and Nicki are working on some sponsors.

--Marketing and Development will develop a consistent sponsorship plan which they will begin to offer in July 2022.

--Guidelines for posting on social media:

Any posting on social media should be the result of or in support of our mission. (Feedback to comments on social media should come from the Executive Director.)

--Future social media posts: monthly business spotlight, Legacy donors, new Venture Grants, EITC, new Strong & Healthy grants, scholarship launch, and new board member.

The next meeting of the Marketing Committee will take place on Thursday, January 14, 2021 at 7:30 a.m.

Development Committee:

--Nominating Committee: Pat shared that there will be 3 slots to fill in July (Rich, Paula, and Joe). Today was Rich's final meeting of his term with us. Pat thanked him for his financial and volunteer support throughout his term.

--Letter Campaign status: Pat reported that we have received a total of \$21,680 year-to-date in our general fund. \$6,100 received was designated for curricular needs and \$1,800 for Strong & Healthy grants. Pat also noted that the Allen Wenger Foundation and the Allen Family Foundation contributed a total of \$6,000. Rob Allen is associated with Lancaster Nissan.

--Charity Golf Scramble report: Save the date: June 15, 2021. Pat will send out reminders in early February and also prepare the new brochure.

--EITC update: 4 donations totaling \$11,050 from Fulton Bank, Gibbel Kraybill & Hess, Weis Markets, and DH Funk & Sons, LLC.

--Legacy Update: Pat announced a new Legacy donor – former superintendent, Noel Taylor.

The next meeting of the Development Committee will take place on Thursday, January 21 at 7:30 a.m.

Superintendent's Comments: Dr. Mike shared that January 14 marks the end of the first semester. He also mentioned that Alta Herr, a longtime Penn Manor teacher, passed away recently. Dr. Mike also announced that the High School projects are continuing to move along nicely.

The meeting adjourned at 8:25 a.m. after the unanimous passage of a Myers/Blank motion.

The next Board meeting will be on Thursday, February 4, 2020 at 7:30 a.m. in the Manor Board Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary