

Penn Manor Education Foundation Minutes
April 1, 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. In attendance were the following: Matt Blank, JoLynn Drexel, Kathy Fish, Joe Herman, Paula Howard, Robin Jeffers, Pat Kline, Jan Mindish, Don Mowery, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Minutes: The minutes of last month's meeting were approved by the passage of a Spezialetti/Smith motion 14-0. 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. We are once again at an all-time high with \$2,885,000 in total assets. On the Profit and Loss side, we received \$11,000 for the Karen Shenk Scholarship, \$15,000 for the Houseknecht Scholarship. We also have money coming in for the Golf Scramble bringing us to a total of \$37,000 received this month. Our expenses for the month included our regular monthly expenses (bookkeeping and executive director salary) at a total of \$1,495. Our investment income for the month was \$35,700 giving us a total of \$396,000 for the year. Our total income for the month is \$71,000 with a year-to-date overall income of \$485,000.

A Kline/St. John motion to approve the March expenditures and the April Finance Report carried 14-0.

Executive Director's Report: Jan started her report with a scholarship update: The application deadline was extended to March 18 due to access issues. Teacher ratings were done last week. Applications have been sent to scholarship committee readers for review this week. Committees will meet April 5, 8, and 9 to select recipients. Dianne will contact sponsors if their annual funding is not in yet. A letter will be sent to all sponsors once we have the details for the Awards Ceremony scheduled for May 20. The Scholarship Committee will meet in June to discuss issues faced this year and plan for the future.

--Venture Grants: Sallie Bookman received a Venture Grant to cover the admission cost for her Model UN students to attend several virtual conferences. One of the conferences was cancelled. She will use that money for another conference next fall.

--Lancaster STEM Alliance is sponsoring a \$5,000 grant for project-based learning.

Applications are due June 30. Jan will see if there's a way to reach out to principals for possible candidates.

Marketing Committee: Nicki announced that we will honor our retirees via social media in May. The committee is planning to highlight those who are staying involved through volunteering, substituting, theater, sports, school board, etc. The Committee will reach out to buildings for information and photos of these volunteers.

--Donna Brady will make and donate 3 stadium throws to raffle at our events over the coming year. Plans are being discussed to sell tickets in correlation with honoring retirees in May for one of the throws.

--September 26, 2021: Tentative date for Annual Dinner @ Drumore Estate.

--Discussed possible PMEF video message to be sent out by each school to Penn Manor families since we were unable to do our usual communication at holiday concerts this school year.
--Discussed possible summer event to replace Spirits Night.
--Future social media posts: monthly business spotlight (April will be the Allen Family Foundation & Allen Wenger Foundation), venture grants, strong & healthy grants, and Legacy donors.

The next meeting of the Marketing Committee will take place virtually on Thursday, April 8 at 7:30 a.m.

Development Committee:

--Nominating Committee: Pat shared that they are working to fill the 3 vacant slots in July (Rich, Paula, and Joe). The Committee will have 3 names to share in May.
--Letter Campaign date: June 17, 2021.
--Charity Golf Scramble update: June 15, 2021. Pat reported that he has 27 solid foursomes. All major sponsors are filled! Please confirm your raffle items with Pat if you haven't already done so. Also notify him if you have new items to add. We need a total of 40 items in the \$25-\$50 range. Let Pat know for sure if you will be available for set up and/or during the event.
--EITC update: deadline for year #2, solicitation letter, PMEF registration dates (year 2: May 17, New: July 1).
--Marketing and Development working on a consistent sponsorship plan. This is an ongoing project with a target date of July 2022.
--Legacy Update: Noel C. and Valerie A. Taylor Foundation for Public Education (will be added to Legacy plaque).

The next meeting of the Development Committee will take place on Thursday, April 22 at 7:30 a.m. at the Kline's home.

Superintendent's Comments: No report.

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

The next Board meeting will be on Thursday, May 6, 2021 at 7:30 a.m.

Respectfully submitted,

Barbara J. St. John
Recording Secretary