

**Penn Manor Education Foundation Minutes**  
**Thursday, July 1, 2021**

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Board Room at Manor Middle School. In attendance were the following: Matt Blank, Liz Crum, JoLynn Drexel, Kathy Fish, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Brad Seiger, Becky Spezialetti, Scott Stephan, and Barb St. John.

Kathy welcomed new board member: Liz Crum. Liz retired from Penn Manor after 34 years of teaching. She taught mostly kindergarten and also first grade for a short period of time. Liz loves gardening and travel. She currently has three European vacations on hold and hopes to get back to traveling very soon. She is excited to join PMEF because she wants to volunteer and help support Penn Manor.

President Kathy distributed the approved calendar and reviewed Board expectations for the coming year. She shared the updated board roster and Committee sign-up sheet.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Blank/Crum motion 10-0. 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 just below \$3,000,000 in total assets for the year. We received some larger donations in memory of Jeanette Mateer and Janice Burkhardt. We also had a large amount of income from the Annual Golf Scramble. Our year-to-date income is \$284,000 compared to \$248,000 at this time last year. This is partially due to having the income from 2 separate golf outings in the same fiscal year (since last year's event was delayed due to Covid 19). Our expenses for the month included our regular monthly expenses and our golf outing expenses. Our income for the month was \$37,000 giving us a total of \$585,000 for the year. Our total income for the month is \$110,000 with a year-to-date overall income of \$606,000.

A Kline/Drexel motion to approve the June expenditures and the July Finance Report carried 10-0.

**Yearly Budget:** Don provided us with copies of the yearly budget for 2021/2022. He noted a proposed increase from \$200 to \$500 a month for our new bookkeeper due to the extra work she will be doing with the implementation of ELEO. A Stephan/St. John motion to approve the yearly budget passed 10-0.

**Executive Director's Report:** Jan started her report by providing a scholarship update: In June, 43 sponsor letters with details about the recipient, a Thank You note &/or copy of essay, plus a copy of PMEF Scholarship History & Process were mailed out. Dianne sent reminder letters to multi-year scholarship winners. Checks will be cut when grades are received. Three of the multi-year scholarships have already been paid.

-The Scholarship Committee met in June to discuss issues faced this year and a plan for moving forward. Jan met with Kim Marsh regarding changes in the role of the High School with the process. Kim will email students who haven't yet sent their Thank You notes. Next year, the ceremony will be for those receiving \$500 or more and attendance will be expected – noted on the scholarship application.

-Jan attended a Kaleidoscope webinar introducing their new platform. The next webinar on July 22 will review score card and application requirements. The Scholarship Committee will plan to meet with Kaleidoscope later this summer to discuss issues from this year and the transition to the new platform.

- the ExtraGive application opens 7/12. Jan will attend an information session on 7/22. The ExtraGive event is November 19.
- Amazon Smile: To date, we have earned over \$1,000. It adds up in small amounts over time.

### **Marketing Committee (Jan):**

- Social media posts: monthly business spotlight (July will feature Rhoads Energy), new Board member, Phantom Power promos, Save the Date for our Annual Fundraising Dinner, and scholarship photos. We have a business spotlight open in December.
- Football Program ad was approved.
- Focus 2021: Please get stories and pictures to Brian ASAP. Brian will help us with the articles and Cooper Printing will do the layout this year. Our plan is to distribute in October.
- We are exploring teacher payroll deduction gift ideas. This will be decided at the Committee meeting and shared with teachers on Opening Day in August.
- Summer event at Phantom Power on August 11 from 6:00 p.m. – 8:00 p.m. The rain date is August 18. We will collect donations for our Strong and Healthy funding. Dillweed will play, craft beverages will be available as well as the Nacho Depot food truck. The event will be posted on Facebook.
- Annual Fundraising Dinner @ Drumore Estate, date change – September 19, 2021.

**The next meeting of the Marketing Committee will take place on Thursday, July 8 at 7:30 a.m. at Copper Hill.**

**Development Committee:** Pat started by thanking Don for all of the time he puts into keeping us up to date with our financial picture. He also thanked Jan for her tireless effort that she puts into everything she does!

--Nominating Committee: Pat shared that there are still 2 vacant slots to fill. The Committee is still working on 2 more nominees.

--Pat reported that our new bookkeeper is Kathy Roth of Key Business Essentials, LLC. Pat, Kathy Roth, Kathy Fish, and Jan met to discuss our needs and the implementation of ELEO. Kathy Roth was paid for training in June and starts in the office on July 1.

--Charity Golf Scramble report: Pat shared that our net income from the event was \$11,570. He thanked everyone for their help in making the event another successful day of fun!

**The next meeting of the Development Committee will take place on Thursday, July 15 at 7:30 a.m. at Copper Hill.**

**Superintendent's Comments:** Dr. Mike thanked PMEF members for all of their work on the annual video and the Senior Awards. He reported that we had a real (not virtual) graduation this year. It was delayed one day due to rain. Graduation will return to F&M next year. He stated that Millersville University was very gracious in allowing us to use the stadium once again! Dr. Mike said that the construction crew is finishing Phase 2 at the high school. Everything is in much better shape now than it was at this time last year.

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

**The next Board meeting will be on Thursday, August 5, 2021 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary