**Penn Manor Education Foundation Minutes**

**Thursday, October 7, 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, Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Robin Jeffers, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Kathy thanked nine board members who helped to distribute the staff incentive gifts. She also expressed appreciation on behalf of the board to Dr. Leichliter for his many years of leadership in Penn Manor and congratulations on his announcement to retire in 2022.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Drexel/Crum 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 had a drop in our investments, but everything is still in good order with over 3 million in total assets for the year. Don shared that our income for the month is $34,000 and $63,000 for the year. A Kline/Smith motion to approve the September expenditures and the October Finance Report carried 14-0.

**Executive Director’s Report:**

-Scholarship update: Scholarship committee members met on September 23 to view a Kaleidoscope webinar together – “How to Create and Award Program in Minutes: Introducing Award Builder”. We will schedule a meeting to revise our categories and essay questions, listing some scholarships in multiple categories and transition to the new platform the week of October 11. We will then ask Kaleidoscope to upload last year’s info onto the new platform once they are aware of our changes. We are adding 4 new scholarships in 2022. Jan met with Ryan Strohecker, Manor Township Manager. Manor Township plans to endow 2 scholarships at $1,000 each for Ag students and Government/Political Science.

-Venture Grants applications are due October 15. The Awards committee will review the applications online, then meet the week of October 25 to award grants. There is $80,000 available this year.

-Jan attended Lancaster County Community Foundation’s webinar on BB&T Economic Growth Fund’s Grant program. We received $25,000. This is being used for computer science, technology, and STEM initiatives. We are to provide progress report with photos.

-Strong and Healthy grants funded $5,000 donation for Teen Hope mental health screening and dual enrollment request for $1,314 allowing 5 students to take college classes. A K-12 counseling request for $2,000 is still to be paid. There is $28,000 available.

-Loft Open House: Jan attended. She reported that their greatest need is socks and underwear for all ages!

**Marketing Committee:**

-Social media posts: monthly business spotlight (September was to feature Annual Dinner sponsors), October is Lucky Dog, photos of incentive gift distribution, Venture Grants awarded, ExtraGive promotions. Ideas for December business spotlight are needed.

-ExtraGive Happy Hour scheduled at Bert’s on November 19. Details to come.

-Focus 2021: Ready to print!

-Annual Fundraising Dinner report: Nicki expressed thanks to everyone who helped to make the dinner a success once again. There were 150 attendees (70 were NEW attendees). The live auction broke a record with the highest total ever. Our bar sponsor donated the money back! Total income for the event was $30,250. Next year’s event will be held on September 25, 2022.

-PMEF presence at Homecoming game? – October 21. We will not participate this year.

**The next meeting of the Marketing Committee will take place on Thursday, October 14 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

-Letter Campaign status report: Total is currently over $25,000.

-Staff campaign: 243 donors gave $19,210. Up from 2020: 229 donors gave $17,445.

-EITC Progress Report and application available in November.

-ExtraGive: Fundraising strategies – competition by decades of PM grads, fans of PM, post on PTO pages, create videos on “Why I Give Extra”.

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

**Superintendent’s Comments:** Dr. Mike reported that the Fall Play (“Clue”) planning has begun. Homecoming is October 22-23. Phase 3 of construction is in good shape. The 1962 mural that was found is being restored by Lee Lovett of Red Raven Art Company and sponsored by Crabtree, Rohrbaugh & Associates.

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

**The next Board meeting will be on Thursday, November 4, 2021 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary