**Penn Manor Education Foundation Minutes**

**Thursday, September 2, 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: Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Robin Jeffers, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Kathy shared a status update on the ELEO system. Everything is going well. They will continue working on the transition through the fall. Kathy also shared that an Awards Committee chairperson or co-chairs are needed. She reminded us that we will be changing back to awarding Venture Grants twice this year. The first deadline is October 15 and the second will be in February.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Kline/Stephan 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. We are at an all-time high of 3.07 million in total assets for the year. We have received $8,200 in donations over the past month. Don shared that our investment income for the month is $47,000 and $71,000 for the year. A Smith/Jeffers motion to approve the August expenditures and the September Finance Report carried 12-0.

**Executive Director’s Report:**Jan started her report by sharing about Opening Day. She spoke to staff about Venture Grants, payroll deduction, and incentive gifts. So far, we have 181 staff contributing just under $15,000!

-Scholarship update: Jan and other members attended another Kaleidoscope webinar on 8/24 titled “Enhancing the Applicant Experience”. The next webinar is on September 23 at 11:00 am. Committee members plan to view this together at a mutual site and then hold a discussion after the presentation. The Committee plans to schedule a meeting with Kaleidoscope to discuss the issues from the past year and the transition to the new platform. Three new scholarships are being added in 2022: Doan Family, Tony Purcell Memorial, and Warren Lefever Memorial Scholarships.

-the ExtraGive application was submitted. We need to attach our whistleblower and nondiscrimination policies. Jan and Barb attended a webinar on 8/31 concerning the need for and development of a Nondiscrimination policy. We will develop the details of our plan at Marketing/Development meetings. Jan encouraged other to attend another webinar September 8 on Fundraising Champions. ExtraGive event is November 19. Jan encouraged members to consider helping with Marketing Committee, especially the details of our ExtraGive plan: Happy Hour, peer to peer fundraising competition, Business challenges. This 24-hour event can raise up to $30,000!

-Venture Grants: There will be two opportunities this year. The first deadline is October 15. The Awards committee will review the process. There is $80,000 available this year.

-Strong and Healthy - $5,000 donation from Don and Nancy Stewart for Teen Hope mental health screening. K-12 counseling request for $2,000. We will fund this through Strong and Healthy. We have $28,000 available. We will be receiving dual enrollment requests soon for students taking fall classes. We are not sure how many requests will be coming.

-Jan is attending Lancaster County Community Foundation’s webinar on BB&T Economic Growth Fund’s Grant program. We received $25,000. Status update to come.

**Marketing Committee (Jan in Nicki’s absence):**

-Social media posts: monthly business spotlight (September will be Annual Dinner sponsors), posting of Dinner auction items, photos of incentive gift distribution, ExtraGive promotions. Ideas for December business spotlight are needed.

-Focus 2021: Please get stories and pictures to Brian ASAP.

-Staff incentive gifts: lunch bag/cooler ($2/pay or $40), Copper Hill gift cards ($4/pay or $80), Bert’s gift card raffle ($5/pay or $100). Bert’s will provide two $50 gift cards, so there will be two winners each receiving a $50 gift card from the raffle. A sign-up sheet was shared for PMEF members to distribute gifts to each building and take photos of recipients.

-Annual Fundraising Dinner @ Drumore Estate – September 19, 2021.

-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, September 9 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

--Nominating Committee: A vote was taken to approve Dianne Smith change her status to year 1 to fill our vacant slot due to special circumstances related to Covid 19 hampering recruitment. The vote passed unanimously following a St. John/Seiger motion.

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

-EITC Progress Report and application submitted and approved.

-ExtraGive: Pat shared that the Committee would work on the competition part of the event.

**The next meeting of the Development Committee will take place on Friday, September 17 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike reported a smooth start to the new school year. The new masking requirements begin on Tuesday, September 7. He shared that the high school students seemed very excited to enter the new building!

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

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

Respectfully submitted,

Barbara J. St. John

Recording Secretary