**Penn Manor Education Foundation Minutes**

**Thursday, November 4, 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, Jan Mindish, Don Mowery, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Kathy thanked the members of the Scholarship Committee and Awards Committee for their time over the past month in doing the important work that allows us to award grants and scholarships.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Crum/Drexel 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:**  Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. We hit another all-time high in total assets at 3.137 million! We received our first EITC donation in the amount of $3,300. Don shared that our income for the month is $28,000 and $129,000 for the year. A St John/Blank motion to approve the October expenditures and the November Finance Report carried 13-0.

**Executive Director’s Report:**

-Scholarship update: Scholarship committee members met to revise our categories and essay questions, listing some scholarships in multiple categories, listing question for each category to continue application, adding Doan, Lefever, Purcell, Ober, and Rankin & Gregory Scholarships. Sent to Kaleidoscope and spoke with our rep, Lauren. Our application is in the queue to be built out in the next 2 weeks. We still need to send “preference/priority” questions for several scholarships.

-Thanks to Pat for providing financial information and to Dianne for preparing annual sponsorship letters. We’ve received responses from three of those letters already!

-Ryan Strohecker, Manor Township Manager, confirmed that Manor Twp. will endow 2 scholarships at $1,000 each for Ag students and Government/Political Science. We are awaiting details before adding to Kaleidoscope.

-Doug Maine Endowment: The Music and Theater Departments are working to plan trips for this school year (about $13,000 is available).

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

-Social media posts: monthly business spotlight to include Venture Grants awarded, ExtraGive promotions, EITC sponsors. Ideas for December business spotlight are needed.

-ExtraGive Happy Hour scheduled at Bert’s on November 19 from 4:00 pm to 7:00 pm. Flyers were created by Brian and the event was posted on Facebook. Videos promoting the Alumni competition are being posted. Jan circulated a sign-up sheet for members to contribute during special prize time slots so that we can maximize the value of our donations.

-Focus 2021 is out. Many positive comments were shared with Jan and Brian for all of their hard work in completing such a huge and vital communication to our Penn Manor Community!

-Basketball program ad, with slight revisions from football program, submitted this week.

-Dinner Gala Thank You letters: Final Chance Auction, in-kind raffle, and auction items (to be completed this month.

**The next meeting of the Marketing Committee will take place on Thursday, November 18 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

**-**Nominating Committee Update, committee chair needed. Jerissa Warfel is being nominated to fill our vacant slot starting in January.

-Letter Campaign status report: Total is currently over $32,000.

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

-EITC Progress Report: $3,300 from D.H. Funk. 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, November 18 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike was absent.

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

**The next Board meeting will be on Thursday, December 2, 2021 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary