**Penn Manor Education Foundation Minutes**

**Thursday, December 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: Matt Blank, Liz Crum, JoLynn Drexel, Kathy Fish, Robin Jeffers, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Nicki Nafziger, Brad Seiger, Dianne Smith, Barb St. John, and Brian Wallace.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Smith/Drexel motion 11-0. 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. The current total in our PNC investment accounts is 2.7 million. Our total equity is down slightly from last month at 3.062 million. We received another EITC donation in the amount of $1,250. Don shared that our total income for the month is $20,000 and $111,000 for the year. A Kline/Blank motion to approve the November expenditures and the December Finance Report carried 11-0.

**Executive Director’s Report:**

-Jan announced that the Senior Awards ceremony will be held on Thursday, May 19, 2022.

-Scholarship update: added Doan, Lefever, Purcell, Ober, and Rankin & Gregory Scholarships to Kaleidoscope and spoke with our rep., Lauren. Our application is still in the queue to be built out. We will send “preference/priority” questions where needed.

-Confirmed that Manor Township will endow 2 scholarships at $1,000 each for Ag students and Government/Political Science majors. Added details to Kaleidoscope.

-A new scholarship will be created in memory of Bill Fisher for Sports Journalism. It will be for this year only and the amount will be based upon donations received. $650 has come in already.

-A new $500 scholarship will be funded by Don McCann. Jan is working on the details.

-Doug Maine Endowment: The Music and Theater departments are working to plan trips for this school year (about $13,000 is available). The Music department is planning an overnight trip for seniors only. Students will be paying half of their cost.

-Applications will be sent out to Strong & Healthy Champions this month.

-ExtraGive: A vote was taken to approve our Non-Discrimination Policy. The Policy passed unanimously (11-0) following a St. John/Crum motion. Jan also reported that $500 of the ExtraGive money was designated for the PMAA Legacy Scholarship and $695 for the Megan Martin Memorial Scholarship.

-Jan shared a gracious “Thank You” note from the parent of a student who received assistance from PMEF to help cover the cost of her AP exam.

**Marketing Committee:**

-Social media posts: EITC recognition, Venture Grants distribution, Holiday Thank You using elementary card art

-ExtraGive Follow-up: Happy Hour at Bert’s, flyers created by Brian, and the event posting on Facebook.

-Dinner Gala Thank You letters: names and contact info needed for Final Chance Auction, in-kind raffle, and auction items.

**The next meeting of the Marketing Committee will take place on Thursday, December 9 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

**-**Nominating Committee Update: Approval of new Board member (Jerissa Warfel). Following a Blank/Nafziger motion, the vote was taken and passed 11-0. She will start her term in January.

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

-Staff campaign: 243 donors gave $19,210. Thank you letters were sent to Copper Hill and Bert’s for their staff gift contributions.

-EITC Progress Report: $3,300 from D.H. Funk and $1,250 from Gibbel, Kraybill, & Hess. Application is now available to complete.

-Review of fundraising strategies for ExtraGive promotion: competition by decades of PM grads with videos. Thank you to large donors?

-Golf Save-the-Date: June 14, 2022.

**The next meeting of the Development Committee will take place on Thursday, December 16 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike shared that it was a joy to once again have holiday concerts at the High School and also a combined concert of the music programs from both middle schools. He also reported that “Clue” the Fall Play was wonderful! The Spring Musical will be “The Addams Family”. A new sport, girls’ wrestling, has been approved by the school board and has begun. Construction is now in Phase 3 and is coming along very well.

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

**The next Board meeting will be on Thursday, January 6, 2022 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary