**Penn Manor Education Foundation Minutes**

**Thursday, January 6, 2022**

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, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, Brian Wallace, and Jerissa Warfel.

Kathy welcomed new Board member, Jerissa Warfel. She also circulated Board contact and Committee lists asking us to confirm our information on each.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Crum/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:**  Pat (in Don’s absence) presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. We had a gain of about $75,000 in investments for the month. Our total equity is at about $3.168 million. After final investment detail is provided for December and we allocate to our different funds, Don believes the total funds held in the PNC Scholarship Endowments will exceed $1 million. We received 2 additional EITC donations totaling $6,500. We also received scholarship funding for both some endowed and non-endowed scholarships, as well as some continued community support and deposits from staff payroll deductions. Don shared that our net income for the month is $106,000 and $183,000 for the year. A Smith/Crum motion to approve the December expenditures and the January Finance Report carried 11-0.

**Executive Director’s Report:**

-Scholarships added to Kaleidoscope: Doan, Lefever, Purcell, Ober, Rankin & Gregory, Manor Twp. Gov and Ag Scholarships. Jan expressed her thanks to the committee for testing the new platform. There are small issues to correct before the launch on January 11.

-New scholarships not on Kaleidoscope: Bill Fisher (Journalism, with a preference to sports journalism), James Harne (endowed for $500 by Don McCann for English, Library Science), Star Rock Farms Ag scholarship (Rob Barley for $1,500). The scholarship lists will be updated and posted on PMEF website and HS Counseling site.

-Doug Maine Endowment music and theater trips being planned. Music is planned and paid. We are still waiting for theater

-Spring Venture Grant applications were sent out before the holiday break. They are due January 28. We have nearly $40,000 in funding. The Awards committee will review them online then meet to make final decisions.

-Strong & Healthy applications were sent to Champions. They are due February 1. Committee will review online.

-Jan shared several “Thank You” notes that have come in.

**Marketing Committee:** (Jan reported for Nicki)

-Social media posts: EITC recognition, Scholarship launch, donor recognition, pictures of Venture Grant purchases in use.

-Holiday Thank You messages with student art were emailed to ExtraGive large donors, PMEF donors of $1,000 and up, and also posted on Facebook.

-Retiree Breakfast decision will be made at March Board meeting.

-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, January 20 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

-Pat also welcomed Jerissa to the Board. He informed us that Jerissa was the person who originally set up the QuickBooks program for PMEF many years ago, so it’s nice to welcome her as a Board member.

-EITC Progress Report: $3,300 from D.H. Funk, $1,250 from Gibbel, Kraybill, & Hess, $5,000 from Fulton Bank, $1,500 from Weis Markets, and $1,000 from Donegal Mutual Insurance. Our renewal application was completed and submitted on December 23. Review EITC application process.

-ExtraGive funds are due to be received in late January: $25,021 raised plus our share of stretch pool.

-Document all events and fundraisers with timelines, responsibilities, and duties of committee members and chairs. Plan for long-term efficiency and leadership by sharing responsibility and knowledge.

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

-Annual Dinner at Drumore: September 25, 2022.

**The next meeting of the Development Committee will take place on Thursday, January 20 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike shared that the second semester begins in about 2 ½ weeks. Construction at the high school is in Phase 3. They are currently working on the new auxiliary gym and locker room. He shared that there was much positive feedback from parents following their attendance at winter concerts and winter sporting events.

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

**The next Board meeting will be on Thursday, February 3, 2022 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary