**Penn Manor Education Foundation Minutes**

**Thursday, February 3, 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: Matt Blank, Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Nicki Nafziger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Jerissa Warfel.

Kathy circulated Board contact and Committee lists and a PMEF calendar of activities.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Spezialetti/Blank 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. Our total equity is at about $3.157 million. We received an EITC donation of $1,000. We received $56,000 in endowed scholarship funding in memory of “Lee” Todd Amigh for those studying environmental education. The scholarship will be for 4 years at $14,000 each year. We also deposited $24,000 in non-endowed scholarships and $2,000 for Strong and Healthy. Due to the fluctuations in the market this month, our net income is -$9,000 for the month and $171,000 for the year. A Kline/Chismar motion to approve the January expenditures and the February Finance Report carried 13-0.

**Executive Director’s Report:**

-Scholarships added to Kaleidoscope: Doan, Lefever, Purcell, Ober, Rankin & Gregory, Manor Twp. Gov and Ag Scholarships. (Total of 56). Jan has sessions for students needing help scheduled for 2/28, 3/7, & 3/14.

-New scholarships not on Kaleidoscope: Bill Fisher (Journalism), Star Rock Farms (Ag) – applications on guidance website (2). James Harne (Eng/Lib. Sci), Nick & Marnice Charles (music program), “Lee” Todd Amigh (Environmental Ed) – selected by staff (13). All staff have been notified.

-An updated scholarship list has been posted on PMEF website, Facebook, and the High School Counseling site.

-Letters to annual sponsors to submit funding go out March 1. The contact spreadsheet has been revised.

-Spring Venture Grant applications are in. The Awards committee will review them online and then meet to award nearly $40,000 in funding. Jan thanked the district administration and Brian for their speedy approval of requests.

-Doug Maine Endowment music trip is planned. Theater may wait until the fall to take their trip.

-Strong & Healthy applications were sent to Committee to review online. In the fall we funded $5,000 to Teen Hope screening, $2,000 for Counseling, $1,314 Dual enrollment. There is $20,000 available.

**Marketing Committee:**

-Nicki shared a proposal for Strong & Healthy funding of athletic costs for needy students to participate. One suggestion was the need for a Champion to be the collector of requests (similar to our structure for the current Strong & Healthy grants). There was a great discussion about the need and the process to make such a proposal happen. It will take some time and further discussion to implement just as it has to develop our existing Strong & Healthy process.

-A request was received from baseball for a program ad. This is due Feb. 11, and we will participate.

-Social media posts: EITC posts completed, promote new scholarships & the scholarship application process, donor recognition, pictures of Venture Grant purchases in classrooms.

-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. Form letters ready, online letterhead? Letters can mostly be emailed.

**The next meeting of the Marketing Committee will take place on Thursday, February 10 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

-Pat thanked Jan for the updated timeline she created, and all the work involved in preparing it.

-Pat requested a vote for the approval of Dianne Smith to be appointed as Assistant to the Executive Director. This would be for 20 hours per month @ $20 per hour beginning March 1, 2022. After a

St. John/Stephen motion, the vote was unanimous.

-Pat also shared a proposal to increase future scholarships to $1,000 minimum. All existing scholarships will not be subject to the new minimum. A Nafziger/Stephan to approve the proposal carried 13-0.

-Promote donor consideration of funding Curricular endowments, Dual enrollment, AP fees.

-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. Total - $12,050 from 5 EITC partners.

-ExtraGive funds received: $25,021 plus $1,102.38 (stretch pool minus fees) = $26,123.38. $500 should go into PMAA Legacy Scholarship and $695 into Megan Martin Scholarship.

-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 Save-the-Date: September 25, 2022.

 **The next meeting of the Development Committee will take place on Thursday, February 24 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike shared that the Spring Musical will be “The Addams Family”. Our Girls’ Basketball team will earn the first Section One title since 1975 if they win their game on Friday, February 4. He also announced that 20 student athletes participated in National Signing Day earlier this week.

 The meeting adjourned at 8:30 a.m. after the unanimous passage of a Kline/St. John motion.

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

Respectfully submitted,

Barbara J. St. John

Recording Secretary