**Penn Manor Education Foundation Minutes**

**Thursday, April 7, 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, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, Brian Wallace, and Jerissa Warfel.

Kathy announced that our switch over to the Google platform will be happening before the next Board meeting. Kathy also asked for a vote on the updated Venture Grant process and guidelines. After a Kline/St. John motion, the vote passed 13-0.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Smith/Nafziger 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 $3.198 million. We received $52,000 in endowed scholarship funding from Manor Township. This will be for a $1,000 scholarship for Agriculture and a $1,000 scholarship for Government/Political Science. Don shared that our net income for the month is $123,000 and $213,000 for the year. A Drexel/Spezialetti motion to approve the March expenditures and the April Finance Report carried 13-0.

**Executive Director’s Report:**

-Scholarships committee reviewed applications online and met on April 4 to select Career based scholarship recipients. They will meet April 11 to select the remaining recipients. About 120 applicants applied for multiple scholarships. Outside readers are working to share their recommended winners.

-We will inform PMHS of our recipients and presenters for the program. The high school will send out notification letters.

-Bookkeeper will receive a list of scholarships, recipients, and dollar amounts to cut checks.

-Letters to all scholarship sponsors with Awards Ceremony information was sent by Dianne on April 4.

-Gifts in memory of Gus Birchler will be targeted to support Ag program and students.

-Maine Endowment music theater trip will take place April 29-30.

-Nicki and Dianne are in the process of drafting an update to the Strong and Healthy process, guidelines, and timeline.

**Marketing Committee:**

-Nicki discussed some detail about the review of the Strong & Healthy funding process and guidelines. They are working with social workers on future ideas to meet student needs and still working to finalize this. Some ideas are to ramp up literacy and nutrition, books for K-3 students for summer, and the proposal to help with funding of athletic costs for needy students to participate.

-Nicki met with Baron and a newly formed committee to discuss the use of Strong and Healthy funds to help with athletes’ needs. These requests will be filtered through a Champion. She also noted that the requests for funds will probably be changing to three times per year instead of one.

-Social media posts: donor recognition, pictures of Venture Grant purchases in classrooms, and scholarship sponsors.

-Retiree Luncheon will replace Breakfast. This will take place June 22 at Copper Hill. Planning will continue at the Marketing meeting. Invitations will go out by the end of April.

-Status of review of website: Brian has made changes suggested by the Marketing committee.

**The next meeting of the Marketing Committee will take place on Thursday, April 14 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

-Pat thanked Jan and the Scholarship Committee for their many hours of hard work!

-Pat invited Brad to share a Nominating Committee update: they are nominating Katie Hess to join us on July 1. She will fill the slot that will be vacated by Robin Jeffers. A vote will be taken in June.

-Promote donor consideration of funding Curricular endowments, Dual enrollment, AP fees – rather than just scholarships.

-EITC Update: We are approved and on the list for the new year.

-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. This process in ongoing.

-Golf Save-the-Date: June 14, 2022. We currently have 27 foursomes (and another possible 7) – we are full!

-Annual Letter Campaign: Thursday, June 16, 2022 at 8:00 am. Location to be determined.

-Annual Dinner at Drumore Save-the-Date: September 25, 2022.

 **The next meeting of the Development Committee will take place on Thursday, April 21 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:**

**-**Dr. Mike shared that Spring sports are well underway.

-Employee Recognition Program is April 12.

-FFA Awards Program was held last week.

-Commencement is scheduled for June 1 outside at Millersville University (Biemsderfer Stadium) with backup dates of June 2, and 3.

-Dr. Gale has been recommended to become our new superintendent pending School Board approval.

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

**The next Board meeting will be on Thursday, May 5, 2022 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary