**Penn Manor Education Foundation Minutes**

**Thursday, March 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: Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Nicki Nafziger, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel.

Kathy reported on the status of our switch to a Google platform. She also announced that all of our Annual Dinner donors and ExtraGive donors need to be entered into our donor management system, Eleo. Our bookkeeper is entering all ExtraGive donations. Procedures for entering in-kind donations from the Annual Dinner (and other events) are a work in progress and may become a task for the new Assistant to the Executive Director.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Kline/Crum 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. Our total equity is at about $3.076 million. Due to the fluctuations in the market this month and a payout of $30,000 in Venture and Strong and Healthy Grants, our total revenue is $9,000 for the month and $283,000 for the year. Net income is -$82,000 for the month and $90,000 for the year. A Stephan/Drexel motion to approve the February expenditures and the March Finance Report carried 11-0.

**Executive Director’s Report:**

-Scholarships application status: Committee members are working to promote tech/trade scholarships with CTC and HS staff, using Facebook posts, and offering student help sessions. Will post photos & info on new scholarships. The Scholarship committee will review applications online & meet in early April to select recipients.

-Letters to annual sponsors and new sponsors to submit funds sent March 1.

-Spring Venture Grant applications were reviewed, and 21 Venture Grants were awarded across 8 buildings. These awards totaled $18,679 of $40,000 available. Committee members visited the buildings to distribute the checks and take photos.

-JoLynn and Kathy are chairing the process to update the Venture Grant process, guidelines, and timeline.

-Doug Maine Endowment music trip is April 29-30. Theater will wait until the Fall to take their trip.

-Strong & Healthy applications were reviewed by S&H committee. Five grants were funded totaling $12,651.75 of available $20,000. Nicki is also working with the S&H committee to update process, guidelines, & timeline.

**Marketing Committee:**

-Nicki shared a progress report for Strong & Healthy funding of athletic costs for needy students to participate. PMSD reps will be included in the committee being formed to work out the process, guidelines, & timeline for this to begin.

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

-Retiree Luncheon recommended to replace Breakfast. The date is to be determined with the intention to use the pavilion at Copper Hill. Planning will begin at the Marketing Committee meeting.

-Dinner Gala Thank You letters for Last Chance Auction were sent.

-Marketing Committee plans to review our website for any necessary updates.

**The next meeting of the Marketing Committee will take place on Thursday, March 10 at 7:30 a.m. at the Manor Board Room.**

**Development Committee:**

-Clerical hours for Dianne Smith, our new Assistant to the Executive Director, will begin in March.

-Brad Seiger will be our new nominating chairperson.

-Future scholarships will be increased to $1,000 minimum beginning 2022-23. Existing scholarships will not be subject to the new minimum.

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

-EITC Progress Report: Total - $12,050 from 5 EITC partners. There are no changes since last month.

-ExtraGive funds received: $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. This is in process.

-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, March 17 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike shared that next week we will celebrate the 50th anniversary of Penn Manor Spring Musicals with the performances of “The Addams Family”. Our Girls’ Basketball team did earn the first Section One title since 1975 when they won their game on Saturday, February 5. They lost in the quarterfinals but celebrated an amazing season! Mike also announced that we had two wrestlers make the District tournament, one of whom made it to States. Mike also informed us that the District Administrative offices will be moving to the High School in July.

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

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

Respectfully submitted,

Barbara J. St. John

Recording Secretary