**Penn Manor Education Foundation Minutes**

**Thursday, July 7, 2022**

Pat Kline (in Becky’s absence) called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the library at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Dr. Gale, Katie Hess, Pat Kline, Don Mowery, Dianne Smith, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel.

Pat started the meeting by thanking outgoing president, Kathy Fish, for all of her effort (especially with the implementation of our ELEO system). He also introduced Katie Hess and welcomed her to the Board. Katie has twin sons at the High School and is the Owner of Gather Home Boutique & Furniture in Conestoga. Pat also welcomed Dr. Gale and congratulated him on becoming the new superintendent of Penn Manor.

-Pat circulated the Board contact list for corrections and the Committee list for additions/corrections. He also reminded us that our role in supporting Penn Manor School District is to enhance the educational experience in PMSD. The expectation for each Board member is to sign up for at least one Standing committee and one Event committee.

-Pat also reminded us that Jan provided Committee Summaries, the 2022-23 Meeting Schedule, and our updated Board terms in her email on 7/3/22.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Smith/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 $2.757 million. We are down about $182,000 in investments for the month and $401,000 for the year. Our monthly income is down about $11,000 for the month, mostly due to expenses for the Golf Scramble. Our income is at $173,000 for the year. Don reminded us that we have a long term investment strategy, and we will recover from this. There is no need to change strategy at this point. A Chismar/Drexel motion to approve the June expenditures and the July Finance Report carried 11-0.

Don also presented the 2023 Budget. It was approved unanimously following a Warfel/Smith motion.

**Executive Director’s Report**:**(Pat presented in Jan’s absence)**

-Scholarship update: Received Thank You notes from over half of our 95 recipients. The notes were forwarded to sponsors with a personalized letter and the updated scholarship review process.

-We have heard from about half of our multi-year scholarship recipients. Transcripts and students’ notes have been forwarded to sponsors. Checks were cut and mailed to students (J. & D. Pollock, R. Miller, and D. Martin).

-The Scholarship Committee met in June to review the process and recommend changes for next year.

-Three new scholarships for 2022-23 have been confirmed with another to be confirmed in August: Gus Birchler Memorial Ag Scholarship (endowed at $500 for Ag student), Craig Shyver Memorial Scholarship (annual $1,000 for music student), Bree Taryn Caffey Memorial Scholarship (annual $5,000 for a student going into a 4 year nursing program).

In addition, we have received donations in Gus Birchler’s name to support the Ag program via grants. This fund will be ongoing. We will also receive $1,000 a year to support Penn Manor Productions, our theater program, in Craig Shyver’s memory.

**Marketing Committee: (Matt presented in Nicki’s absence)**

-Social media posts: donor recognition (Don & Nancy Stewart and Herk & Cathy Rintz for their donations to mental health screening through Strong and Healthy), Venture grant photos, and Dinner “Save-the-Date”.

-Retiree Luncheon held June 22 at Copper Hill. About 75 attendees enjoyed the new venue. We will discuss the luncheon at Committee meeting. Dr. Gale mentioned the possibility of using a new area in the High School for a future venue.

-Newsletter stories and photos now due. Kathy will provide donor lists to Brian. PMAA lifetime members will be added to the newsletter mailing list.

-Football program ad and check are due by July 29.

-Payroll deduction gift ideas for staff giving campaign were briefly shared. This will be discussed further at the Committee meeting with the plan to order by early August.

-Local restaurant to donate $10 gift cards? There was discussion about possibly reaching out to Frogtown Café and Conestoga Wagon. This will also be discussed further at the Committee meeting.

-With the upcoming online Prime Days coming up, we were reminded to use and share **smile.Amazon.com (Amazon Smile)** to add more income from something is of no cost to anyone!

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

**Development Committee: Pat**

-Golf Update: Our net proceeds were about $10,500. The expenses ran about $2,000 higher this year. The Committee will review the event at the monthly meeting.

-Annual Letter Campaign: Letters were mailed July 5. Pat thanked the Board for their handwritten notes on each letter.

-Annual Dinner at Drumore Save-the-Date: September 25, 2022. We are in the process of securing sponsors now. An online posting with a link to ticket sales will be made available soon. The Dinner Committee will meet after development each month until the event.

**The next meeting of the Development Committee will follow the Marketing Committee on Thursday, July 14 at about 8:15 a.m. at Copper Hill.**

**Superintendent’s Comments: Dr. Gale**

**-**Dr. Gale thanked PMEF for their time and efforts in supporting the District, especially the Retiree Luncheon. He expressed the need to fill many support positions and stated that they are heavily into the hiring process right now. Please encourage anyone you know to consider applying if they are seeking a position!

-Construction: the kitchen is being completely renovated. Athletic facilities are being worked on as part of the last phase. Outdoor site work is in process. Most work should be completed by the Fall. They are looking at an early spring weekend to publicly share the new High School building.

-Opening Day is August 22 and the First Day of School is August 29.

-District Offices are moving to the High School on July 21.

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

**The next Board meeting will be on Thursday, August 4, 2022 at 7:30 a.m. in the High School Large Meeting Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary