

**Penn Manor Education Foundation Minutes**  
**Thursday, October 6, 2022**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 8:00 a.m. in the large group meeting room at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, Liz Crum, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Jan Mindish, Don Mowery, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel.

Becky started the meeting by thanking all Board members for their support of the Annual Dinner Gala. She also thanked those who were able to help with the distribution of incentive gifts last week. Becky also reviewed the revised Committee List for 2022-23.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Nafziger/Fish 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 are down to \$2.7 million. It was previously over \$3 million. Don assured us that we are still on solid footing going forward. We are down about \$18,000 year to date. We received our annual distribution from PNC. The amount received is 4% based upon a seven year average. The income from our Annual Dinner Gala is \$10,000 so far with more still to come. A Blank/Warfel motion to approve the September expenditures and the October Finance Report carried 13-0.

**Executive Director's Report:**

-PMEF Office: Jan encouraged us to stop by the office and look at our new expanded meeting area, and to thank Chip and his crew for making it happen! Jerissa volunteered to plan a lunch for those who work in the maintenance building sometime in the near future as a way of showing our appreciation.

-Scholarship update: The Committee met via Zoom with the new Kaleidoscope reps. They met again this week to follow-up on our June meeting and Kaleidoscope meeting in order to finalize plans and prepare for a launch date of January 1, 2023. A probable new scholarship for tennis is being discussed. Details to be confirmed by the end of December. Two other new scholarships are in the discussion stage, but not yet confirmed. Jan met with the Shyvers, who received a short tour of the HS music/theater areas from Dr. Gale. Jan is working with Dr. Gale and Mr. Jones to have her meet directly with all of our CTC students twice before the scholarship applications are due. There was also some brainstorming about possibly mailing letters and/or posting a reminder about scholarship applications on the CTC buses.

-ExtraGive registration has been approved. We plan to involve alumni and broaden our outreach: **the stretch pool this year will be based on the number of donors, not total amount of money raised!** We need certificate of insurance for the event.

-Opening Day was August 22. Our presenters focused on the PMEF mission and reminded teachers about Venture Grants. To date, 234 donors, gave \$19,149!

-PM Homecoming on October 7. PMEF will have a table and give away some freebies from 5:00 – 6:30 in the HS Lobby.

**Marketing Committee:**

- Status of website updates: Changes have been completed by Committee members. Nicki will compile them into a single document to pass on to Brian shortly. Website updates will be made once our new Gmail addresses are in use..
- Social media posts: Gala photos will be followed by incentive gift pictures, then Venture Grant check distribution, then ExtraGive.
- Promote ExtraGive Alumni competition with short videos. Board Members will reach out to alumni and share an outline created by Jan to request brief videos challenging classes and decades to compete for the highest number of donors. There will be a Happy Hour at Copper Hill with PMEF prizes for donors.
- Strong and Healthy status: meeting with Champions today. Moving to three grant cycles (August, December, and March).

**The next meeting of the Marketing Committee will take place on Thursday, October 13 at 7:30 a.m. at Copper Hill.**

**Development Committee: (Brad for Pat)**

- Annual Letter Campaign Update: We have received over \$22,000 to date and money still coming in.
- ELEO status and Google Workspace status: Kathy will be offering learning workshops two days per week from October 11 thru November 17.
- Venture Grant applications are due October 14. A date to meet and review Grant requests will be determined by Kathy and JoLynn.
- EITC Update: Letters are being sent to prior donors.
- Golf Save-the-Date: Tuesday, June 13, 2023.
- Annual Dinner Update: September 24, 2023. Names and addresses of auction and raffle donors will be entered into ELEO and In-Kind Thank You letters sent. Sponsors and speakers will receive a Thank You. Last Chance donors will receive Thank You letters. We will meet in October after the Development meeting to wrap up the event. There was great feedback from the Gala. There were a lot of new attendees and some new businesses represented. We earned DOUBLE the raffle revenue this year! There will be discussion about a possible new way to do the raffle next year – more to come on this.

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

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

-Dr. Gale shared information about Homecoming: All ten schools are doing special Spirit Week events. Alumni have been invited to visit the High School prior to the football game from 5:00 – 6:30 pm. The Homecoming Court will be introduced at halftime with Kings and Queens being announced. The dance will take place on Saturday.

The meeting adjourned at 9:05 a.m. after the unanimous passage of a Blank/Crum motion.

**The next Board meeting will be on Thursday, November 3, 2022 at 7:45 a.m. in the High School Large Meeting Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary