

Penn Manor Education Foundation Minutes
Thursday, September 1, 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, Liz Crum, JoLynn Drexel, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Pat Kline, 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 reminding members to please sign up for at least two committees. She is also still looking for chairpersons to cover the Legacy and Alumni committees. The Retiree Event is being added as an Event Committee.

Minutes: The minutes of last month's meeting were approved by the passage of a Nafziger/Fish motion 14-0. 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 \$2.9 million. We are down about \$18,000 in investments for the month, but still up \$120,000 for the year. Our monthly income is up about \$40,000 for the month, which is \$11,000 higher than last year. A Kline/Blank motion to approve the August expenditures and the September Finance Report carried 14-0.

Executive Director's Report:

- Scholarship update: Jan shared that they are currently updating funding and establishment of scholarships. The goal is to break down the process into tasks so that committee members share responsibility. Also to reduce the number of scholarships on Kaleidoscope and increase scholarships selected by appropriate staff. These updates will be shared with Kaleidoscope after the Scholarship Committee reviews and approves the changes. Our contact at Kaleidoscope has changed. The Committee will be meeting with the new contact soon.
- Jan shared the Advertiser feature story on the Gus Birchler scholarship and funding of Ag grants.
- The three new scholarships were shared in Focus. Three additional scholarships are planned for 2023.
- ExtraGive registration has been completed. We need to update funding levels, photos, and videos. 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!** Our non-discrimination policy was required to be included with the application this year. 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 (due Oct. 14) and payroll deduction (Sept. 9 deadline). So far, we have 191 donors totaling just under \$16,000.

Marketing Committee:

- Status of website updates: committee members have been assigned specific duties and are working to complete those updates. Changes will be compiled into a single document to pass on to Brian.
- Social media posts: Dinner ticket sales and sponsors, live and silent auction items/donors. We will also share that Meredith Jorgensen from WGAL will be our guest MC.
- Newsletter has been mailed. A HUGE “thank you” to Brian for all of his hard work on this!
- Payroll deduction gift is in. Gifts will be distributed to staff September 26-30.
- Board Members are encouraged to begin using the new Gmail accounts as soon as possible. Kathy will arrange a training session for all who are interested.

The next meeting of the Marketing Committee will take place on Thursday, September 8 at 7:30 a.m. at Copper Hill.

Development Committee: Pat

- Annual Letter Campaign Update: We have received over \$22,000 to date!
- EITC Update: Letters are being sent to prior donors.
- Golf Save-the-Date: Tuesday, June 13, 2023.
- Annual Dinner Update: September 25, 2022. There are about 110 tickets sold already. Kathy will send an email blast from ELEO. Sponsors, auction and raffle items are already secured. Jerissa will send out a “Sign Up Genius” for Board members to choose time slots to help at the event. Board members will wear nametags at the event.

The next meeting of the Development Committee will take place on Thursday, September 15 at about 7:30 a.m. at Copper Hill.

Superintendent’s Comments: Dr. Gale

-Dr. Gale thanked PMEF members who were able to attend Opening Day. He reported a great, smooth start to the new school year. The high school is substantially complete. There is still site work and some minor items being completed within the building. Meet the Teacher nights are taking place this week at all levels. A community event to highlight the new high school building will be planned over a weekend next spring.

Other Business:

Nicki share that the Strong and Healthy Committee will be meeting on September 29 (9:00am-11:00 am). Anyone is welcome, but let Nicki know if you plan to attend. There will be a meeting of the Champions in October.

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, September 1, 2022 at 7:30 a.m. in the High School Large Meeting Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary