

Penn Manor Education Foundation Minutes
Thursday, December 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, 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.

Minutes: The minutes of last month's meeting were approved by the passage of a Nafziger/Kline 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 back up to \$2.8 million. Don said that 2023 is still looking questionable. Our income was \$77,000 for the month with a total of \$55,000 for the year. We have received some nice donations for Strong and Healthy. We also have money coming in for EITC, scholarships, and the Annual Dinner bringing our gross profit to \$104,000 year to date. We've paid \$58,000 in Venture Grants so far and have \$66,000 in expenses this month. Our expenses year to date are \$101,000. This is higher because we exceeded funds on Venture Grants. A Drexel/Stephan motion to approve the November expenditures and the December Finance Report carried 13-0.

Executive Director's Report:

-Scholarship update: We have a launch date of early January, '23. We received a listing of our scholarships from Kaleidoscope so that we can proof all information. Dianne sent letters for annual scholarship donors to confirm. Several new scholarships are not yet confirmed. All scholarship information is listed on Kaleidoscope.

-Our EITC renewal application became available November 1 and will be submitted next week.

-Possible Advertiser story on Frank and Joyce Geist. The Advertiser contacted Jan and will reach out to Frank and Joyce.

-ExtraGive: received \$19,009 online from 138 donors and \$500 Golden ticket. An additional \$2,140 from 3 donors was received via cash and Paypal. The current total is \$21,149. The money should be received by mid-January. Thanks to everyone who donated, made a video, or attended the Happy Hour.

-Fall Play: Jan shared our ad from the Fall Play program. She also said that it was a wonderful play and a great celebration of Carole's tenure as director!

Marketing Committee:

-Social media posts: Venture Grant check distribution will be our focus in December.

-Strong and Healthy grant applications and process: adding Dr. Gale and administration team as a new level of approval to ensure that the requests aren't items that should be covered by the District.

-Reviewing marketing materials for updates – nothing new this month.

-Holiday Concert schedule, PMEF presence using prepared script provided by Jan.

-Holiday thank you to large donors will be sent using a card from the HS Art Club via email.

The next meeting of the Marketing Committee will take place on Thursday, December 8 at 7:30 a.m. at Copper Hill. (Bring laptops to work on website).

Development Committee:

-Annual Letter Campaign Update: We have received a few new contributions and are over \$25,000 to date.

-EITC update: a check was received from Weis Markets and we're expecting \$5,000 from Fulton Bank.

-ELEO status and Google Workspace status: Kathy gave a brief update sharing that everyone is now set up on the Google platform and encouraged us to continue trying to use that space and make the transition from our personal email accounts.

-Venture Grant meeting update: Kathy reported that 43 grants were approved totaling over \$75,000. Some were partially funded. Some are still waiting for final approval due to the District book policy. Thanks to the committee for check distribution and sharing photos from those school visits.

-Golf Save-the-Date: Tuesday, June 13, 2023.

-Dinner Save-the-Date: September 24, 2023.

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

Superintendent's Comments: Dr. Gale

Dr. Gale shared thanked everyone for their patience and understanding as we refine the Venture Grant and Strong and Healthy approval processes.

Dr. Gale also shared that they are gearing up and building momentum to finish the first semester.

The meeting adjourned at 8:50 a.m. after the unanimous passage of a Blank/Nafziger motion.

The next Board meeting will be on Thursday, January 5, 2023 at 7:45 a.m. in the High School Large Meeting Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary