

**Penn Manor Education Foundation Minutes**  
**Thursday, January 5, 2023**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:56 a.m. in the large group meeting room at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, JoLynn Drexel, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Pat Kline, Jan Mindish, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky wished us a Happy New Year. She then announced that some of our Board and committee needs still need to be filled and will be finalized by Executive Committee. The plan is for new chairpersons to shadow the current chairs now in preparation for taking over in July.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Fish/Chismar 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:** Pat (for Don) presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. Last year at this time, we were at an all-time high of assets held at \$3.166 million and we have dropped almost \$400,000 to \$2.77 million. We have received \$5,000 in EITC contributions for the month with a total of \$8,750 year to date. Funds have come in for both endowed and non-endowed scholarships. Some contributions from community members have come in as well as our paycheck deposits from PM staff. There was \$21,000 in Strong and Healthy funds and \$8,900 in Venture grants paid out. It was a poor month for investments with a drop of \$111,000. Overall net loss for the month at \$128,000 and \$18,000 for the year. A Warfel/Blank motion to approve the December expenditures and the January Finance Report carried 13-0.

**Executive Director's Report:**

-Scholarship update: We have a launch date of January 3. The Kaleidoscope link and introduction were sent to the Counseling office to be posted on their website. Applications for scholarships not on Kaleidoscope will be posted on the Counseling site and shared with the appropriate departments. The Athletic Department and High School staff will be reminded of scholarships they will be selecting. CTC students will be updated and their January 13 meeting.

-Our EITC renewal application submitted December 9.

-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.

-Spring Venture Grant applications are due January 28. A reminder was included in Barb's monthly staff email. Accountability forms were sent to all fall recipients.

-The maintenance staff sent us a "thank you" note for the tray of cookies and snacks that were sent to them.

-PMEF was named as an option for donations in memory of Nelson Smith by his family. Some donations have already been received.

**Marketing Committee:**

-Social media posts: to be discussed at Committee meeting.

-Strong and Healthy grants were awarded in December totaling \$21,000. A new system was used to determine recipients. The system will be discussed as far as further refinements, but it went very well.  
-Holiday Concerts: Thanks to all who spoke on behalf of PMEF.

**The next meeting of the Marketing Committee will take place on Thursday, January 12 at 7:30 a.m. at Copper Hill.**

#### **Development Committee:**

-Nominating committee update: Brad shared that the Nominating committee will be meeting after the Development meeting to work on nominations.

-Annual Letter Campaign Update: Contributions are now over \$30,000.

-EITC update: \$8,750 year to date.

-ELEO status and Google Workspace status: Kathy shared that they are still making some decisions about what information should be “read only” versus able to edit (such as addresses, etc.).

-Venture Grant update: Checks were cut for \$68,063. Two grants totaling \$1,537 are still pending.

-Golf Save-the-Date: Tuesday, June 13, 2023. A planning meeting will be held in February.

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

-By-laws: Don sent updated by-laws and scholarship information to everyone on December 1, 2022. Please review the updates and be prepared to vote on them in February.

**The next meeting of the Development Committee will take place on Thursday, January 19 at 7:30 a.m. at Copper Hill.**

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

Dr. Gale shared that December was a busy month. He sent “thank you” notes recognizing the number of students and parents involved in positive holiday projects serving our families and others.

Dr. Gale got to witness “Venture Grants in motion” by attending the cardboard boat race sponsored by PMEF. It was a very positive learning experience for all who were involved.

Keystone exams are taking place this week and next. Final exams will follow Keystone. It’s hard to believe that the first semester is nearly complete!

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

**The next Board meeting will be on Thursday, February 2, 2023 at 7:45 a.m. in the High School Large Meeting Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary