

**Penn Manor Education Foundation Minutes**  
**Thursday, February 2, 2023**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:52 a.m. in the large group meeting room at Penn Manor High School. In attendance were the following: Carole Chismar, Liz Crum, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Jan Mindish, Don Mowery, Nicki Nafziger, Dianne Smith, Becky Spezialetti, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky greeted us and then asked for a vote on the revised wording of our Bylaws. The revision was unanimously approved following a Nafziger/Fish motion. Becky also asked for a vote to approve the revised wording on our Endowed Scholarships. This revision also passed with a unanimous vote following a Fish/Chismar motion.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Crum/Nafziger motion 10-0. 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. Don shared that we are close to getting back to our all-time high of assets held at \$3 million with a current total of \$2.98 million. We have received \$15,000 in Strong and Healthy donations from a donor who wishes to remain anonymous. We know that the donor was a member of the Class of '62. Money from the ExtraGive has come in (\$20,108). More Venture Grants were approved and \$1,327 was paid out. Our net income for the month is \$171,000 and \$188,000 for the year. This is slightly above where we were at this time last year. We voted to approve \$1,000 to purchase a laser printer for the PMEF office. After a Nafziger/Fish motion, the vote carried unanimously. A Warfel/St. John motion to approve the January expenditures and the February Finance Report carried 10-0.

**Executive Director's Report: Jan**

-Scholarship update: Kaleidoscope launched on January 3. Applications not on Kaleidoscope were posted on the Counseling site and shared with appropriate departments. The Athletic Director and High School staff were reminded of the scholarships they will be selecting. The Chris Steltz Memorial Boys Tennis scholarship is confirmed and has been added. CTC Trades Scholarship application was sent to CTC counselors. This is a one-page application requiring a 50-75 word essay explaining their accomplishments and career goals. We have already received some back. We will meet with CTC students on February 17. We will also attend the Senior class meeting on February 7 to answer scholarship questions. There are several scholarship work sessions scheduled to assist students who wish to come.

-ExtraGive: received \$19,009 online from 138 donors, plus our share of the stretch pool, \$1,151.34 minus fees not covered by donors, \$52, for a total of \$20,107.93. Added to the \$2,140 received via cash and PayPal for a total of \$22,247.93.

-Spring Venture Grant applications were due January 28. The Venture Grant committee will meet to review applications. Two pending fall grants were approved for a total of \$69,389.50.

-Our ad for the Baseball program is due and will be paid by February 10.

-Several donations in memory of retired teacher, Judy Keiser, have been received.

-Received \$6,000 from the Allen Family Foundation and the Allen Wenger Foundation.

-Received \$15,000 from an anonymous member of the Class of '62 for Strong and Healthy.

-Remembering Penn Manor Days – October 7, 2023, Millersville Area Historical Society. We will discuss possible participation during our marketing meeting.

-We have received a \$75,000 Alumni Association endowment. This year, \$3,000 will be spent toward a special event for the Senior Class. The endowment will continue to fund \$3,000 per year for a senior class event.

**Marketing Committee: Nicki**

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

-Strong and Healthy grants: No update at this time.

-Retiree Breakfast – May 10, 2023 in High School Large Group Instruction room.

**The next meeting of the Marketing Committee will take place on Thursday, February 9 at 7:30 a.m. at Copper Hill.**

**Development Committee: Kathy and Becky**

-Nominating committee update: Becky shared that the Nominating committee is currently looking at 6 to 7 possible candidates. Recommendations will be brought forward in April.

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

-EITC update: \$8,750 year to date. The Committee is working to seek out more businesses.

-ELEO status and Google Workspace status: Kathy. Board contacts. Committee descriptions and membership, meeting dates, PMEF Decision/Procedure Timeline. Changes to be made by Jan and Dianne.

-Golf Save-the-Date: Tuesday, June 13, 2023. The e-brochure will go out this weekend. Thanks to Brian for his help with this!

-Dinner Save-the-Date: September 24, 2023. Jerissa reported on preliminary plans including a possible change to improve the raffle ticket process.

**The next meeting of the Development Committee will take place on Thursday, February 23 at 7:30 a.m. at Copper Hill.**

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

Dr. Gale shared that the second semester started last week. He visited a kindergarten class at Conestoga Elem. and found out that next Tuesday is the 100<sup>th</sup> day of school, which he has learned is a very significant event in many of the primary classrooms! Building level administrators followed by District level administrators are reviewing Venture Grant applications and getting them ready to pass on to us very soon.

The meeting adjourned at 8:57 a.m. after the unanimous passage of a Fish/Nafziger motion.

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

Respectfully submitted,

Barbara J. St. John  
Recording Secretary