

**Penn Manor Education Foundation Minutes**  
**Thursday, June 8, 2023**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:34 a.m. in the library at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, Kathy Fish, Joe Herman, Katie Hess, Pat Kline, Jan Mindish, Don Mowery, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky welcomed us and confirmed our committee chairs for 2023-24. She also spoke about committee sign-ups and explained that we will try a new process for the coming year. An email will be sent to everyone with a brief description of each committee and the expectations for members of each committee. We will then sign up for committees by email. Becky spoke about the need for continued focus by PMEF to operate as a team as we head into a new season. She also asked us to consider sharing feedback on PMEF positives and areas where we could improve.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Kline/Fish motion 11-0. They will now be sent to those on our list who are not on the Board.

**Finance Committee/Finance Report: Don**

Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. He shared that we are still over \$3 million in assets. We had a loss of \$12,500 from investments for the month. We had a loss of \$97,000 for the month due to the distribution of scholarship funds, expenses for the Golf Scramble, and our regular monthly salaries. Our net income for the month is -\$109,000 and \$242,000 for the year. A Chismar/Warfel motion to approve the May expenditures and the June Finance Report carried 11-0.

**Executive Director's Report: Jan**

-Scholarship update: Jan reported that the Senior Awards Ceremony went smoothly. Seventy-five scholarships went to 90+ students for a total of 105 awards! Jan thanked Dianne and Barb for their help in organizing our awards. The Board also expressed thanks to Jan for all of her hard work, as well. The event after the Ceremony was well attended. Many of our new sponsors were in attendance. Many Thank You notes have already been received from our recipients. Jan shared several of them with us. They will be forwarded to our sponsors. We are expecting grades from our multi-year recipients and will then send their checks. Reminder letters will be sent by the end of June. The Scholarship Committee will meet in June to review the process and recommend changes.

-Donations are coming in for the Perry Love Scholarship. We will work with the family on how the scholarship will be handled.

-A Power Pack funding request has been received from Dr. Frerichs. They are needing help to fund 4,021 Power Packs for Penn Manor students in 2023-24, starting in June. Any contribution to this would come from Strong and Healthy/Nutrition. Joy Meley will write the application. After a St. John/Chismar motion, funding up to \$10,000 was approved.

-Funding in the amount of \$2,500 was received from Brookfield Renewable after a Safe Harbor Hydroelectric Plant employee share information about PMEF.

**Marketing Committee: Becky/Katie**

-Social media: hoping to start using Constant Contact possibly to share information about our Annual Dinner (Save-the-Date post). Other posts will include Senior Awards photos and Venture Grant photos.

- Select and order teacher payroll deduction gifts. A brief discussion took place about possibly raising the amount donated to cover the cost of the gifts due to increasing prices (300-350 gifts needed).
- Venture Grant and Strong and Healthy committees will meet in summer to review the focus of each. Follow-up with all grant recipients who haven't submitted an expenditure form.

**The Marketing Committee will not meet in June.**

**Development Committee: Pat/Brad**

-The following slate of officers was recommended. A unanimous vote took place following a Fish/Warfel motion.

President: Becky Spezialetti

Vice President: Brad Seiger

Treasurer: Don Mowery

Secretary: Barb St. John

-Nominating Committee: Each potential board member was brought forward individually for voting. (One board member had to leave prior to voting). Following are the nominees and voting data:

Steph Kreck – 10 yes

Mary Rafter – 10 yes

Reilly Noetzel – 8 yes/2 abstain

A Kline/Spezialetti motion was then made to approve the new board members as the above listed voting occurred and our nominees were approved.

-New board member bios will be prepared. Photos and contact information will be collected and shared. Brian will take care of name badges and placards.

-EITC update: \$16,250 from 5 EITC partners.

-Golf Update: Tuesday, June 13, 2023. Arrive at 8:30 a.m. We have 33 paid foursomes. Pat thanked Brian for getting all papers and certificates prepared.

-Annual Letter Campaign: Thursday, June 22 at 8:00 a.m. in the former District Boardroom at Manor Middle. Letter by Don will be printed on updated letterhead. Confirmed envelopes and labels in stock. Revised remittance envelopes. Review current mailing list before printing labels.

-Dinner Update: September 24, 2023. Securing sponsors.

**The Development Committee will meet during the Annual Letter Campaign.**

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

(No comments today due to Dr. Gale being involved in an administrative retreat.)

The meeting adjourned at 8:55 a.m. after the unanimous passage of a Kline/Chismar motion.

**The next Board meeting will be on Thursday, July 6, 2023 at 7:30 a.m. in the High School Large Instruction Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary