

**Penn Manor Education Foundation Minutes**  
**Thursday, July 6, 2023**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:38 a.m. in the large group instruction room at Penn Manor High School and welcomed us to a new year for PMEF! In attendance were the following: Carole Chismar, JoLynn Drexel, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky welcomed us and confirmed our committee chairs for 2023-24. Becky introduced our new board members. Current members introduced themselves and their role in PMEF. Steph Keck, Mary Rafter, and Reilly Noetzel were welcomed aboard! Becky share that descriptions of all committees will be emailed to us in July and we will sign up for committees via email. Becky spoke about the new position of IT Systems Coordinator and Bookkeeper. Don Mowery explained what responsibilities will be covered with this position. It will include maintaining ELEO. Kathy Fish was recommended for the job and was voted in unanimously after a Chismar/Drexel motion.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Spezialetti/Hess motion 14-0. 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 earned \$106,000 in investment income for the month. That puts us at \$3,126,000 total assets for the year. This is a change of \$338,000 over last year. Our total income for the month was \$18,000 and \$401,000 for the year. After our monthly expenses we are at a loss of \$12,000 for the month but a positive \$78,000 for the year. We had a loss of \$12,500 from investments for the month. Our net income for the month is \$95,000 and \$338,000 for the year. A Warfel/Kline motion to approve the June expenditures and the July Finance Report carried 14-0. Don then gave a detailed explanation of the proposed budget for 2024. After a Drexel/Kline motion, the vote to approve the proposed budget was approved 14-0.

**Executive Director's Report: Jan**

-Scholarships: Jan gave a summary of our scholarship process and expressed the need for many members on the committee to help distribute the workload. She also shared more of the student recipients' Thank You notes. A total of 64 notes have been received so far and sent on to our scholarship sponsors. Grades were received and checks sent to 5 of our multi-year scholarship recipients. Reminders were sent to the others. The posts of the Senior Awards were well-received and the links to those posts were shared with sponsors. The Scholarship Committee met in June to review the process and recommend changes. After reviewing changes with Kaleidoscope, the co-chairs will meet in July and the full committee will meet in August.

-Strong and Healthy(nutrition): A Thank You was received from Joy Meley and Dr.Frerichs for the PMEF funding of Power Packs. A Penn Manor grad gave \$25,000 this year just for Strong and Healthy initiatives!

-Doug Maine Endowment: Jan posted pictures and information from the recent NYC trip. Several emails were received from Doug as he viewed the posts.

-Football ad: Our ad is due in July – Thanks to Brian for updating the photos and information.

-Opening Day (August 21) – We will review the changes in Venture and Strong grants with staff.

-ExtraGive, November 17, 2023: Registration opens July 11. There is an information session on July 12, 12:00-1:00 pm. It will be available to view on the site after the session. We are looking for ideas

to reach out to alumni. This will be discussed at monthly Development meetings. Our event will be held at Tobias Frogg. More details to come.

**Marketing Committee: Katie/Nicki**

Katie reported that our student photographers were very appreciative of getting paid to help us at the Senior Awards Ceremony.

-Social media: we discussed the possibility of sending posts that go to Facebook and Instagram at the same time.

-Payroll deduction gifts (Jerissa): charging blocks at a cost of about \$13 are a possibility. The Committee will discuss this further at their July meeting.

-Annual Newsletter: Submissions plus donor lists are due ASAP. Brian is busy working on this.

-Venture Grant and Strong and Healthy committees will meet in July to review the focus of each.

Follow-up with all grant recipients who haven't submitted an expenditure form.

**The Marketing Committee will meet on July 13 at 7:30 a.m. at Copper Hill.**

**Development Committee: Pat/Brad**

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

-Golf Update: Pat thanked everyone for their involvement! Net proceeds were down about \$4,000. Expenses were up this year. We made about \$7,000 on the event.

-Venture Grant update – Becky & Joe: Committee will meet July 11 to discuss changes.

-Annual Letter Campaign update: The mailing went out July 5. Thanks to everyone who took the time to write personal notes on the letters.

-Dinner Update (Jerissa): September 24, 2023. Securing sponsors, auction & raffle items, online ticket sales go live July 24. The menu is secured. The program is close to being settled. The dinner committee will provide an update at the Development meeting.

**The Development Committee will meet at 7:30 a.m. on July 27 at Copper Hill**

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

Dr. Gale expressed his appreciation for everything we do during the year and especially for our Senior Awards. He also shared his thanks for our help with the distribution of Strong and Healthy funds. Dr. Gale noted that our Agriculture program was well-represented at the state level. Three Manor FFA teams won state titles in competition! Two TSA students qualified for the National Competition after placing first at the Pennsylvania TSA in April. They placed third at the TSA National Conference. Dr. Gale said that the hiring process is going well. He also told us that the theme for in-service this year is "REMIX". A special speaker will be presenting on Opening Day (August 21 at 8:00 a.m.). The purpose of the theme is to help everyone determine the difference between a trauma and a stressor.

The meeting adjourned at 9:00 a.m. after the unanimous passage of a Warfel/Drexel motion.

**The next Board meeting will be on Thursday, August 3, 2023 at 7:30 a.m. in the High School Large Instruction Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary