

Penn Manor Education Foundation Minutes
Thursday, September 7, 2023

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:51 a.m. in the large group instruction 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, 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 shared that Dianne put the latest committee roster on Google Docs. New members have been placed on Google Docs thanks to the efforts of Kathy Fish and Dianne.

Minutes: The minutes of last month's meeting were approved by the passage of a Drexel/Chismar motion 15-0. They will now be sent to those on our list who are not on the Board.

Finance Committee/Financial Report: Don

Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. We are at \$3,154,000 total assets for the year. This is a change of \$277,000 over last year. Our total income for the month was \$17,100 and \$30,179 for the year. After our monthly expenses we are at a gain of \$6,600 for the month and \$12,650 for the year. Our investments are at a loss of \$47,870 for the month but a positive \$18,588 for the year. Our net income is at a loss of \$41,606 for the month but a positive \$27,415 for the year. A Kline/Seiger motion to approve the August expenditures and the September Finance Report carried 15-0.

Executive Director's Report: Jan

- Scholarship Committee: Kaleidoscope offered its first training seminar in August. Barb attended. Chairpersons are asked to view it since it is available online. Registration is open for the next training seminar. Chairs and committee members are asked to participate or view after the seminar. We are still receiving thank you's from scholarship recipients. Scholarship sponsors are really enjoying the personal connection from the students' letters.
- Opening Day: Coffee Café was a big hit, thanks to Jerissa and all who helped!
- Status of payroll deduction gifts, distribution of incentive gifts. All gifts have been ordered. A schedule to distribute them will be set up once all items have been received. Staff giving is up from last year! \$19,700 has been pledged so far and the deadline is tomorrow.
- ExtraGive, November 17, 2023: Ideas for alumni outreach needed. Our goal is to reach \$23,000 in 2023. Happy Hour will be held at Tobias Frogg – incentive items, business matches of \$1,000 prior to November 16...will be discussed in committee meetings this month. Registration has been submitted. Jan is in the process of updating our profile on the ExtraGive site.
- Maine Endowment: Jan will remind HS music staff to plan their trip for this year.
- Football program, Soccer program, Baseball program ads were purchased. A thank you card was received from the baseball team for sponsoring an ad.

Marketing Committee: Katie/Nicki

Katie shared that a PMEF table had been set up at the Kick-off Classic and suggested that we make this an annual event. Katie also delivered a snack basket to Copper Hill as a thank you for their generous donation of \$10 gift cards for all of our staff who contribute \$80 or higher.

-Social media: dinner promotion.

The Committee is printing some of our more recent student photos to display at our events.

-Teacher payroll deduction gifts have been ordered: phone charger (\$3/pay or \$60), Copper Hill \$10 gift card (\$4/pay or \$80), raffle for \$100 gift card (\$5/pay or \$100).

- Annual Newsletter is at the printer! Thanks to Brian!
- MU Parade: Jerissa is working to get students involved as participants.
- PM Homecoming: An alumni after party will take place at Jack's outside tent after the game. A raffle gift will be donated by Katie. More will be discussed at the Marketing meeting.

The Marketing Committee will meet on September 14 at 7:30 a.m. at Copper Hill.

Development Committee: Pat/Brad

- EITC update: Scott Stephan will chair.
- Annual Letter Campaign update: Over \$23,000!
- Dinner Update (Jerissa): September 24, 2023. Main sponsors are secured. Table sponsors are being confirmed, as well as the auction/raffle list and program details. Libation Wagon donations are requested. Brad and Matt are covering social media postings for the event. A final list of donations will be shared at the Development meeting.
- Venture Grant update – Becky & Joe: Applications are open from September 11 – October 13.
- Millersville Parade: October 14 – More details to come.

The Development Committee will meet at 7:30 a.m. on September 21 at Copper Hill.

Superintendent's Comments: Dr. Gale

Dr. Gale thanked us for our participation on Opening Day. He reported that they had a good first week of school. All teachers are in place. Most support positions are filled.

The meeting adjourned at 8:42 a.m. after the unanimous passage of a Blank/Spezialetti motion.

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

Respectfully submitted,

Barbara J. St. John
Recording Secretary