

Penn Manor Education Foundation Minutes
Thursday, December 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: Carole Chismar, JoLynn Drexel, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Pat Kline, Jan Mindish, Don Mowery, Mary Rafter, Dianne Smith, Becky Spezialetti, Brad Seiger, Barb St. John, Brian Wallace, and Jerissa Warfel.

Minutes: The minutes of last month's meeting were unanimously approved after a Chismar/Seiger motion. 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 over 3 million in total assets for the year. This is a change of \$253,000 over last year. A highlight for the month is that we had a gain of over \$180,000 in investment income for November. Our total income for the month was \$8,851 and \$99,577 for the year. After our monthly expenses we are at a loss of \$42,561 for the month and a loss of \$10,876 for the year. Our investments are at a gain of \$181,911 for the month and a gain of \$28,448 for the year. Our net income is at a gain of \$140,009 for the month and a gain of \$30,347 for the year. A Kline/Warfel motion to approve the November expenditures and the December Finance Report carried 11-0.

Executive Director's Report: Jan

- Scholarship update: webinar training on Review Board, co-chairs completing app edits on Kaleidoscope, updated contracts to endowed sponsors – heard back from 29, 10 will automatically increase and 2 are adding funds to increase, Perry Love Scholarship will move to PMEF with funds added to endow at \$1,000, confirming annual scholarships. Kaleidoscope launch will be 1/03/24.
- ExtraGive update: \$18,522 from 129 donors, increase of \$500 over last year. By mid-January we will receive our donations plus our portion from the stretch pool. The 4.9% processing fees are covered by the stretch pool funds. We also received a check for \$2,500 from a donor the week of ExtraGive.
- Cardboard Boat Regatta on December 15, 8:00 am at HS, 9:00-noon at MU.
- Holiday Concert Remarks: schedule is online

Marketing Committee: Katie

- Market Street Sports contract signed, invoice, next steps: Dr. Gale is working on which students will be doing the recording. Further plans/discussion will take place at the Marketing Committee meeting next week. Brad and Matt will be getting trained on Constant Contact.
- Social media: December will feature photos distributing Venture grant checks. ExtraGive posts featuring grant pictures with kids increased “likes”, incentive gift distribution posts were popular. Posting on both Facebook and Instagram.
- Constant Contact: send Holiday “thank you” to all donors.
- Thank you notes to Tom & Tracy Seiger and Tobias Frogg for ExtraGive support.

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

Development Committee: Pat/Brad

- Venture Grants: (Becky & Joe) – added funding of Manor School Store. Spring Grant applications available December 18 and due January 25.
- Strong and Healthy: (Dianne and Katie) – grants due December. Two applications have been received and more are expected.
- EITC update: (Scott Stephan) - Pre-letter to approved businesses. Jan submitted renewal application with grant summary and required documentation. Received \$600 from Gibbel, Kraybill & Hess, \$1,000 from Donegal Insurance, and \$10,000 from Fulton Bank.
- Annual Letter Campaign update: over \$25,000.
- PM Friends and Alumni Night will be at Copper Hill on Tuesday, February 27, 2024. A Warfel/Drexel motion was made suggesting money raised will be used for PMAA Legacy Scholarship. The motion carried 11-0.
- Legacy ideas to Pat, Development will review and discuss. Please keep the ideas coming!

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

Superintendent's Comments: Dr. Gale

Dr. Gale shared that he is impressed that all schools have displays doing some type of collection or service to help provide for our community. Dr Gale reported that the October 1st student population status submitted to the State shows that 40% of our student population is eligible for either free or reduced breakfasts and lunches. Dr. Gale ended his comments by presenting us with Penn Manor pins to wear as we continue to promote PMEF and Penn Manor.

The meeting adjourned at 8:37 a.m. after the unanimous passage of a Hess/Drexel motion.

The next Board meeting will be on Thursday, January 4, 2024 at 7:45 a.m. in the High School Large Instruction Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary