

Penn Manor Education Foundation Minutes
Thursday, April 4, 2024

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:48 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, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Reilly Noetzel (via speakerphone), Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Jerissa Warfel. Becky shared that the Executive Committee is exploring long range plans – no decisions, just discussion. Discussion about onboarding of new members, code of conduct, formation of a committee to develop this procedure. Mary and Reilly have expressed interest. Others are welcome.

Minutes: The minutes of last month's meeting were unanimously approved after a Drexel/Kline 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 again at an all-time high of 3.5 million in total assets. This is a change of \$424,000 over last year. We had a gain of over \$72,180 in investment income for March. Our total income for the month was \$51,490 and \$249,660 for the year. After our monthly expenses we are at a gain of \$118,115 for the month and a gain of \$402,203 for the year. A Kline/Stephan motion to approve the March expenditures and the April Finance Report carried 15-0.

Executive Director's Report: Jan

-Jan shared the proposed calendar of 2024-2025 board meetings. The vote to approve the calendar will take place in May.

-Scholarship update: the process of building our applications & review process was very time consuming for staff. Committee began reading apps March 25, will meet to select recipients in early April in career groups, then as a whole committee. Sponsor letters inviting to ceremony were just mailed. Awards Ceremony – May 23 at 6:30 pm.

Marketing Committee: Katie

-Social media: April will feature Venture grant projects, EITC donors.

-Retiree Breakfast: May 8, 8:30 a.m., LGI room at HS. Mailed invitations late March, RSVP's due April 10, Frank Geist will be Alumni guest speaker, board sign up to help that morning. Report at 7:45 am.

Marketing Committee will meet on April 11 at 7:30 a.m. at Jack's Restaurant.

Development Committee: Pat/Brad

-Venture Grants: (Becky & Joe) – everything went well – committee will meet to review and discuss any changes for next year.

-Strong and Healthy: (Dianne & Katie) – \$23,057 spring grant requests, additional funding needed. Requesting \$14,000 Venture Grant leftover funds plus an additional \$3,500 to be moved to Strong & Healthy.

Vote to transfer Venture Grant funds: unanimous following a Kline/Warfel motion.

Vote to move additional funds, not to exceed \$4,000: 15-0 following a St. John/Seiger motion.

-EITC update: total \$14,100. EITC registration renewal confirmed.

-Annual Letter Campaign Save the Date: June 13, 2024, in Manor Board room.

-PM Alumni and Friends Night – Steph and Katie will chair next year.

- Nominating Committee Report: (Brad) – There will be one opening to fill. Name will be shared in May, vote in June.

-Legacy Update: RE-Developed! What can we do now?

- Response envelope updated to include estate planning interest/giving
- Conversations with influencers – financial planners, estate planners, attorneys, insurance agents. Use existing brochures.
- Meet with LCCF to re-evaluate charitable annuities.
- Survey to be sent online.

-Charity Golf Scramble Update: June 11, 2024, field is filled – 33 foursomes, over 30 raffle prizes.

Day of event assignments – review in May. Volunteers – please pay \$35 to cover food, spouses (non-volunteers) pay \$50.

-Dinner Save the Date: September 22, 2024. Save the date communication online in May.

-Bylaws Update/Vote: Don – coming in June

Development Committee will meet at 7:30 a.m. on April 18 at Jack’s Restaurant.

Superintendent’s Comments: Dr. Gale (absent – no report)

The meeting adjourned at 8:48 a.m. after the unanimous passage of a Drexel/Seiger motion.

The next Board meeting will be on Thursday, May 2, 2024, at 7:45 a.m. in the High School Large Instruction Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary