

Penn Manor Education Foundation Minutes
Thursday, May 2, 2024

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:47 a.m. in the large group instruction room at Penn Manor High School. In attendance were the following: Carole Chismar, Kathy Fish, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Jerissa Warfel. Becky asked for motions and a vote to approve the meeting dates for the coming fiscal year. After a Chismar/Keck motion, the vote carried unanimously. Becky also asked Mary and Reilly to share concerning the onboarding of new members, code of conduct, and formation of a committee to develop this procedure. They (Mary and Reilly) have volunteered and done some brief brainstorming. They are asking for other volunteers who have an interest in helping to develop and implement a new plan.

Minutes: The minutes of last month's meeting were unanimously approved after a Rafter/Warfel motion. They will now be sent to those on our list who are not on the Board.

Finance Committee/Financial Report: Pat (for Don)

Pat presented (on behalf of Don) the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. Our total assets dropped about \$65,000 in April. They are down to \$3.465 million which is still above last year. Our total income for the month was \$32,405 and \$282,095 for the year. After our monthly expenses we are at a gain of \$97,000 for the month and a gain of \$305,000 for the year. A Stephan/St. John motion to approve the April expenditures and the May Finance Report carried 13-0.

Executive Director's Report: Jan

-Scholarship update: the student recipients have been invited and the program is getting set up and printed. Jan was thrilled to report that we have awards going out to 100 different students! Kathy has received the list of scholarships, recipients, and the dollar amounts to cut the checks. The scholarship sponsors are responding as to whether they will attend the program and/or present. Dianne is creating recipient letters to go with the checks. Jan will create remarks for scholarship presenters. The Awards Ceremony is May 23 at 6:30 pm. Everyone is welcome and encouraged to attend!

-The Scholarship Committee is requesting that the Board approve an additional \$1,000 PMEF Scholarship and an additional \$500 Legacy Scholarship. A Kline/Stephan motion was made, and the extra money was unanimously approved.

-Scholarship Committee will meet over the summer to review the process and recommend changes. Becky thanked all involved in the scholarship process and stressed the need for input from all committee members to help with planning for next year.

-Aavidum students from Marticville Middle sent a card with many thank you messages for the funding of their recent grant. Jan passed it around for all to see.

Marketing Committee: Katie

-Market Street Sports: Katie and Becky shared several positive comments they've heard from community members noticing our ads and announcements at sporting events!

-Social media: May will feature Legacy plaque, Retiree Breakfast, and scholarships.

-Retiree Breakfast: May 8, 8:30 a.m., LGI room at HS. Expecting nearly 90-95. Frank Geist will be our alumni guest speaker. **Please report at 7:45 am.**

Marketing Committee will meet on May 9 at 7:30 a.m. at Jack's Restaurant.

Development Committee: Pat/Brad

-EITC update: meeting in July

-Annual Letter Campaign Save the Date: June 13, 2024, in Manor Board room. Brad is writing the annual letter. Supplies will be ordered.

-The following slate of officers is being recommended. Approval vote will be in June.

President: Brad Seiger

VP: Pat Kline

Treasurer: Don Mowery

Secretary:

There is still an opening for the secretary position. It was discussed at the Board meeting that all members should have an opportunity to apply to be considered for the position. The Executive Committee would like to give any board member the opportunity to be considered. You would need to be able to attend the majority of monthly board meetings and 4 Executive Committee meetings during the year. You would use the agenda as a guide to take minutes during board meetings. You would type up the minutes and send out to the Board in a timely manner.

There was a discussion about more transparency related to volunteering and being nominated for officer positions in the future. The suggestion to review our by-laws was also made with the intention to make sure that our procedures match our by-laws moving forward.

-Nominating Committee Report: (Brad) – Brad shared that Nicki Nafziger is being recommended to return to the Board. The vote to approve her re-appointment will take place at the June meeting.

-Legacy Update: RE-Developed!

- 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 by Marketing Committee.

-Charity Golf Scramble Update: June 11, 2024, field is filled – 33 foursomes, over 30 raffle prizes. Pat shared handouts listing sponsors, raffle contributors, responsibilities prior to the event, and day of event assignments. If you missed the meeting and need any clarification, please contact Pat Kline ASAP!

Volunteers – please pay \$35 to cover food, spouses (non-volunteers) pay \$50.

-Dinner Save the Date: September 22, 2024. Save the Date communication will be posted online in May following the Retiree Breakfast.

Development Committee will meet at 7:30 a.m. on May 16 at Jack's Restaurant.

Superintendent's Comments: Dr. Gale

Dr. Gale thanked everyone for all the effort on scholarships! He also shared that retirees and outstanding employees were recognized at the Annual Employee Recognition Event on Wednesday, May 1.

The meeting adjourned at 9:08 a.m. after the unanimous passage of a Kline/Keck motion.

The next Board meeting will be on Thursday, June 6, 2024, at 7:30 a.m. in the High School Large Instruction Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary