

**Penn Manor Education Foundation Minutes**  
**October 6, 2016**

President Pat Kline called the meeting of the Penn Manor Education Foundation Board at 7:30 a.m. in the Manor Middle Board Room. In attendance were the following: Anne Carroll, Joe Herman, Paula Howard, Jeff Kirk, Pat Kline, Dr. Mike Lechliter, Jerry Lord, Don Mowery, Nicki Nafziger, Tracy Seiger, Michelle Shaub, Carole Shellenberger, Dianne Smith, and Brian Wallace.

**President's Comments:** Since Don Martin has chosen to step down from his position on the Board, Pat publically praised him and thanked him for all his work for the PMEF, especially with the annual fundraising dinner. He was also instrumental in initiating the Named Endowment and scholarship programs. Don has expressed willingness to help with any transition issues and to participate in future events. Don is the last founding member. We will miss him. Jerry moved that we regretfully accept Don Martin's resignation. Nicki seconded and the motion passed 11-0.

Discussion about nominating new Board members ensued. The Committee will contact Robin Jeffers who has expressed interest and has helped with some of our fundraisers already.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Seiger/Howard motion 11-0. Then we discussed changing slightly the distribution of the minutes. Treasurer Don Mowery made the point that, technically, we should not make the minutes public until the present Board approves the minutes. Paula was asked to let the faculty know that they will receive the minutes after they have been approved and to poll them about whether they would like to get the minutes through their emails or through the website.

**Finance Committee/Finance Report:** Don Mowery presented a printed report and reviewed the balance sheet, Profit and Loss Yearly Comparison, and the expenditures. We have over \$1.73 million in assets—the highest to date. We had record receipts of over \$19,500 from the annual dinner. We have also had some strong activity with the Strong and Healthy Family category. The September expenses and the October finance report were approved with the passage of a Kirk/Herman motion 11-0. Don added that Pat will be filling in for him next month as he will be unable to attend the meeting.

**Executive Director's Report:** Anne received a reminder from the Share Our Success program from the Park City and Knight and Day diners which sponsor it. She wonders whether we still want to promote it. Tracy suggested that we discuss this at the next Marketing meeting. All agreed.

--Michelle wondered about our purchasing of books to memorialize the two students who recently passed. Anne added that we also lost recently retired, Jack Hess, who delivered the district mail for many years. Since his death followed his retirement so closely, Jerry moved that we honor him in this way, too. Joe seconded and the motion carried 11-0. We will work with the appropriate school librarians to carry on our tradition of honoring students, faculty and staff who pass away while attending or employed by the district with Book Memorials for these students and staff member.

--Anne announced that Tracy will take over the Marketing Committee Chair with the help of Brian Wallace. We appreciate how Jan Mindish continued as committee chair until we could make this transition.

--As By-Laws Chair, Jerry noticed that we should approve all of the chair positions for the new year: Finance, Don Mowery; Audit, Don Mowery; By-Laws, Jerry Lord; Development, Pat Kline; Alumni, Nicki Nafziger; Legacy, Jeff Kirk; Nominating, Jeff Kirk; Strong and Healthy Family, Nicki Nafziger and Dianne Smith; Marketing, Tracy Seiger with district help from Brian Wallace; Awards, Joe Herman and Tracy Seiger; Faculty, Paula Howard; Scholarship, Paula Howard and Dianne Smith. The passage

of a Shaub/Nafziger motion to approve all of the chairs passed 11-0.

**Marketing Committee:** Tracy reported that all of the incentive pens have been delivered, along with the Copper Gift Cards.

--The alumni social at Copper Hill on September 29 was very successful. PMAA is planning another.

--PMEF will have a table at Homecoming to encourage donations.

--We are all registered for Extraordinary Give. We will have Happy Hour at the Spring House from 5-7 where we will support the PMAA promotion to Honor an Educator for a \$25 donation. Tracy will do an email blast, including a reminder about Amazon Smile.

--The passage of a Lord/Kirk motion approved spending \$200 for our ad in the fall play and musical programs.

The next meeting of the Marketing Committee will be on October 13 at 7:30 a.m. at GSC.

**Development Committee:** Pat thanked Nicki and Tracy for helping with the Alumni Social.

--Paperwork has been submitted for EITC, but we haven't heard anything official about money.

--The Community and retirees have contributed over \$17,000 to date. We have over \$18,400 from Payroll Deduction. The Annual Dinner made over \$19,500. Pat thanked Don Martin for all of his hard work. We will talk about the transition at the Development meeting.

--Pat asked Nicki and Dianne to report on the progress of the Strong and Healthy Family campaign. Nicki distributed a sample of a handout being created to be given out at the Homecoming table and asked for a critique. She also shared that we have received a \$5,000 matching grant offer, so they will be discussing how to encourage donations. Dianne added that she has been talking to people about costly it might be to attend the CTC and how some kids don't go because of the costs. They will be meeting soon with Rich Frerichs to discuss more options.

The next meeting of the Development meeting will be on October 20 at 7:30 a.m. at the GSC.

**Superintendent's Comments:** Dr. Mike commented on we are well into the fall season with sports and the fall play. Phil Gale has been working with faculty on the Educational Plan for the new high school building. Dr. Mike also shared data about the school population. There were statistics on how new enrollments are up. The data includes where they came from and what their special needs might be.

Dianne asked a question about including a tab for linking PMEF to the district website. We will discuss it at Marketing.

The next meeting of the Ed. Foundation Board will be Thursday, November 3, at 7:30 a.m. in the Board Room of Manor Middle School.

A Smith/Nafziger motion to adjourn passed 11-0. The meeting adjourned at 8:25.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary