

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for August 3 2015**

Clare called the meeting to order 7:01 pm and requested any changes to the meeting agenda. No changes were made.

Members Present: Clare Coupe Scott, DJ Wolbert Judy Henry, Tim LeBrecht, Eric Andreus, Jane Hathaway, Tina Talago, Jayson Boushell, Steve Feniour, Val Creitz, Mike Kistler

please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: DJ requested the apostrophe be removed from the date in the June minutes. DJ motioned to approve the minutes with changes - Judy seconded – the motion carried

Communications: Checks received from United way \$45.46 donation - \$350 King Spry Level 2 sponsorship. Received gift certificates from Dick's Sporting Goods for the Sporting Clay – Anonymous \$1131.25. Blue Mountain gift certificates for golf tournament. We received a chain saw helmet from MNS Hardware for the a giveaway at the golf tournament. Giveaways came in for the tournament, Neoprene Ditty bags with golf ball, tees and marker. ESSA sent us an official email awarding us the \$10,000 in a matching funds grant. That was received. Clare sent a response letter thanking them for their generosity and declining the grant.

Report of the Treasurer: Income

Expense: \$400 paid for the stadium seat advertising for the Alumni Assn. Income: \$100 from Feinour Auto split between the Clay Shoot & 5K. General donations: United Way \$130.98 & \$47.27. Anonymous \$95.00 and Nestles Waters \$1000. Restricted EITC gift of \$33,000 received from Neffs National Bank and \$2000 from the NWL Alumni Assn for the Teacher Mini Grants

Cash balance of \$120,315.58

Jayson motioned to approved, Tina seconded the motion, the motion carried.

Bills for payment: Received renewal for insurance - \$1045 for ins for the board - \$1282 general liability. Jane motioned to approve payment , Val seconded, motion carried. KCBA Architects to be re-paid for duplicate sponsorship of \$350 to be refunded. Deposit needed for Clay Shoot \$300 – Judy motioned Jayson seconded – motion carried.

COMMITTEE REPORTS

Fund Development: Golf tournament we have 16 registered online golfers – 25 registered in total – including 12 sponsor spots. \$4850 collected in cash sponsorship - \$90 was in-kind . Chicken – shrimp and pulled pork this year to keep cost down – donuts/coffee for breakfast – Nestle will be donating water – Jayson's been working with Justin to make sure the cart screen work – sponsorship sign will be made for all sponsors. Major sponsors should bring their banners. Judy will help with registration. DJ would like to do something new – an early bird special for the clay shoot at the golf tournament– Val will set up a promo code.

Clay shoot – Sunday Oct 25th – registration is ready to go, same price as last year – station sponsors – more significant sponsors already received. Tina and Jane will coordinate the food – DJ to prepare the pork – Jane will check if Bimbo can donate rolls again. Val suggested spending \$200 for giveaways at the clay shoot – DJ made a motion for \$200, Val seconded – motion carried. Jane will check and see if Joe wants to get involved in the clay shoot with giveaway items. DJ will get the flyers printed for the clay shoot –

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.Judy motioned for \$150 deposit for the clay shoot – Jayson seconded – motion carried. DJ is working on a standard accounting system for all fundraisers – set up broadly so it can be used across all events. Discussion to use Constant Contact to keep track of sponsor information.

Alumni: Alumni thanked us for the stadium cushion sponsorship. Basket Bingo Oct 18th – they asked if we could donate any leftover food from the clay shoot. Last year we approved \$100 for their basket bingo – Mike would like to donate again this year with a small increase. Mike motioned to donate \$150 for the Basket Bingo –Jane seconded, motion carried. Clare will check if they prefer money or basket. Jane offered to make the baskets if that is their preference.

Governance: no report

Allocation: Dan was not in attendance, there was a mix up with EITC but it has all been resolved. Eric Andreus recommended an allocation of this fiscal year of unrestricted funds should be in the \$30 - \$35K range which would leave a balance of approximately \$60K – Jayson motioned to approve \$33K - Tina seconded - motion carried

PR Committee: – Ditty bags showed up and they are working on preparing a PR budget. Looking for a vendor that we can get to donate giveaways in exchange for sponsorship.

EITC update:. No report

Old Business: Goals & Committee Structure document – expand our volunteers – expand out EITC reach – Jayson has a list of vendor’s that have worked in the district – Expand our focus on outside grants and funding opportunities. Lots of discussion to consider students becoming involved with the board and as an advocate for NWLEF. Clare will check the best way for us to recruit.

Letter has not been received in regards to our position on the field – Pa Photo Booths will be donating their booth again this year. Clare to get a sign-up for volunteers out to board members. We should be promoting the clay shoot event at Night in the Country.

New Business: Renewing APEF membership, this group has absorbed the old PA Consortium – Mike motioned to approved \$150 annual fee and DJ seconded, motion carried. Request for us to renew stadium sponsorship – 1 year renewal \$200 – 3 year \$570 . Jane motion to approve 3 year renewal - Val seconded - the motion carried. Jayson wanted to know if we wanted to take over his sign placement on the rec fields – we discussed promoting our annual events on there. No motion was made at this time.

2014 Event Dates

- Fri. Aug 14th – Golf Tournament
- Sat. Aug 15th – Night in the Country
- Sun. Oct 25th – Clay Shoot

Fund Development Meeting Dates

- ✓ Sept 16th

Next Meeting Dates

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- ✓ Oct 5th
- ✓ Dec 7th

DJ made a motion to adjourn the meeting at 8:26pm, Mike seconded the motion, the motion carried.