

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for January 1, 2016**

Clare called the meeting to order **7:05** pm and requested any changes to the meeting agenda. No changes were made.

Members Present: Clare Coupe Scott, DJ Wolbert Judy Henry, Tim LeBrecht, Tina Talago, Jayson Boushell, Steve Prange, Val Creitz, Dan Macauly, Steve Feinour, Jane Hathaway

please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: Judy motioned to approve the minutes - Tim seconded – the motion carried

Communications: Misc mail addressed to Harvey Dalude is being received and will be investigated. No bills received. Letter from BB&T that we should expect \$2000 in EITC in the mail

Report of the Treasurer: Income in general category is from the Homecoming game gift basket raffle and \$500 donation from the Anderson family. \$100,00 from New Tripoli Bank EITC funds received. Professional fees for taxes \$1,150 . Net Assets reported as \$90,500. Motion by Steve to approve – Jane seconded – motion carried.

Bills for payment, \$200 was approved for Judy for Flapjack Fundraiser, \$198 was the actual spend.

\$1,011.58 for payment of fund development purchase for pencils and bookmarks. This was an incremental increase of the previously approved amount of \$950 in October. Steve motioned and Judy approved. Motion carried.

COMMITTEE REPORTS

Fund Development: Breakfast is Saturday. Help welcome. Judy reviewed the donations and baskets. We have 9 purchased baskets, gift certificates from several local businesses and venues. We will do the raffle tickets again but discussed considering raffle sheets in the future. Judy asked for \$200 for petty cash. Clare motioned – Tim seconded. The motion carried.

The next event is the 5k following breakfast. We will be scheduling a mtg to discuss this event exclusively. May 28, 2016.

After this year we may discuss an alternative location and/or date. Possibly Leaser Lake in the future.

Lastly we discussed at the last meeting each member of the committee donated gift cards or certificates to be used throughout the year for various events or occasions.

Tina asked is there is a form or receipt that we can provide when soliciting these donations. Judy has a letter – she passed around – that she has used for the flapjack fundraiser donations she solicited that we can likely adapt accordingly. Judy will add it to DropBox, print a sign for the event and send Val the list of donations so that acknowledgement can be given on social media.

Eight Oaks confirmed they will host the end of year event. We will discuss this more in depth in the future. Possibly considering the week prior to Thanksgiving. Dan will reach out to Chad at Eight Oaks to begin discussion.

Sponsorship levels were discussed. There was a miscommunication about the reach sponsorship level being \$10,000 rather than \$5,000. DJ will look at that again. Val also expressed preference that we ask for logo from sponsors when we receive donations.

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Alumni: Nothing to report.

Governance: Steve confirmed receipt of the application that he distributed by email the prior week. Steve sees no reason not to recommend her for acceptance. She is well known by many members of the board and has years of experience as a teacher and in school administration. Nominate Susan Keeney by Steve Feinour, Steve Prange seconded. Motion Carried.

Potentially Lia Tyalha or Chad Butters as future members. Jane mentioned a contact at King Spry she could approach as well. With Susan, we are full but we want to keep a pipeline.

EITC & Allocation: Funds have been released despite the budget being held up. The House has approved that the Governor needs to approve that this will not happen again – a portion of the budget will be released - in the future should the budget not be approved. New Tripoli Bank received \$100,000, WM provided \$10,000 and another \$2,000 as reported under Communications should be received shortly.

Steve was unable to confirm the receipt of the deposit on our bank statement. Dan said he would follow-up and speak with the bank to confirm what account it was deposited into.

With EITC we have \$145,000 to allocate.

Chromebooks - The school already purchased Chrome Books for the 4th grade class to accommodate the rotation despite our delay in being able to receive and release funds. Dan has placed a call to determine whether or not we can reimburse the school for the expense. We want to confirm this to avoid potential repercussion.

Whiteboards - The final white boards needed are for the Elementary and HS. Some of the remaining classrooms are gifted classrooms. We are confirming that these funds can be allocated to this purchase because there was speculation that the EITC regulations could not be used for special education classrooms. Dan could not locate the HR program file in DropBox, Clare said she would confirm its location.

Makerspace - We have approved EITC program for the Makerspace so of the \$33,000 we had for the fiscal year we allocated \$25,000 to jump start the program. Of the allocation 75% has been utilized and the question is whether they need duplicates of some items which have already been received.

The signage of the Makerspace – NWLEF Makerspace – was discussed. The painted wall is not the most viable option because they intend to use the walls for green screens for example – therefore they have proposed a banner that could be taken up and down, and a plaque outside the room in the hallway. We did request naming rights as NWLEF Makerspace. There is potential to paint the NWLEF Makerspace in the hallway possibly. Leann will take the potential signage ideas back to the teachers for discussion. Potentially the signage for the Makerspace could be funded by the foundation or balance could be shifted to the mini grant program.

With the Chromebooks, white boards for elementary and HS, the remainder is \$69,000 - \$45,000 approved for the Makerspace EITC program – leaves a balance to allocate.

Committee is not ready to make a final proposal. We are waiting to hear back about the pending questions and final quotes. We will vote via SurveyMonkey once we have a proposal.

Teacher mini grant applications did go out, Val will update the website. This year everything is electronic. Applications are due back April 15. DJ asked how we could encourage more participation. Leann thinks that simply being electronic will increase participation. Leann also said she is working to communicate it more regularly to the teachers.

PR Committee:

A budget was distributed for review. Jayson motioned to approve. DJ seconded. Motion carried.

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Old Business: Year in review – Val provided an update that a draft will be circulated. Judy brought up the need for a photo release. Leann will investigate this Jen. If it can't be done for this year – hopefully it can be adapted for next year. Print copies will be distributed with the sponsorship letters.

2016 Dates: 2/1, 4/4, 6/6, 8/1, 10/3, 12/5 – 1st Monday of every other month. DJ motioned – Judy approved –motion carried

Fund Development Meeting Dates: DJ will send out the fund development mtg dates

Jane made motion to adjourn. DJ seconded. Motion carried.