

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for June 5, 2017**

DJ called the meeting to order 7:05 pm and requested any changes to the meeting agenda.

Members Present: Valerie Creitz, Judy Henry, Tim Lebrecht, DJ Wolbert, Jayson Boushell, Dan Macaulay, Mike Kistler, Tina Talago, Meredith Prange, Steve Prange ***please remember to sign in***

Guests Present: LeAnn Stitzel

Approval of the Minutes: Jayson motioned to approve the minutes – Tina seconded, motion carried.

Communications: DJ provided a synopsis of the NWLEF's presentation at the school board meeting on May 17 and shared a letter of thanks from the superintendent and assistant superintendent.

Also a letter and general donation from Clare and her family and a Just Give donation.

COMMITTEE REPORTS

Treasurer: Looking at April - May, we had income for sponsorships of the golf tournament (\$450), Sporting Clays (\$75) and \$3,850 from the 5K. Expenses for the 5K (\$729.63) and general and administrative expenses (\$85.07).

Committed allocations for the EITC programs of \$107,308.85, \$27,330 for the mini-grant program, Artist and Author program \$5,000 and \$16,681.55 for VR Kits, Chromebooks and Makerspaces. Total allocations of \$156,320.40.

We confirmed with the electronic vote previously completed for \$16,681.55 we have fulfilled EITC commitment.

Cash balance is \$94,393.11 and net assets of \$88,501.96.

Motion to use the bottom line for accounting was made by Steve and Tina seconded, motion carried.

Judy motioned to approve the financial report, Tim seconded, the motion carried.

Val requested reimbursement of \$99.99 for Facebook ads. Jayson motioned to approve, Steve seconded, and the motion carried.

Allocations/EITC: Dan distributed a report for allocations. Total money received for EITC to date is \$141,500.

Distributions approved were \$107,308.85 at the April board meeting and since distributed, \$6,689.55 was approved via an electronic registration since the meeting. With these approvals we have met the allocation threshold with \$113,998.50.

Projects adjusted for the EITC program included new projects submitted to the state for approval including an outdoor learning space (Middle School), Lifelong Fitness (Middle School) and the previously discussed, Virtual Reality program (pending).

Until we receive state approvals we are waiting and hopeful to have new programs submitted for approval by the state.

Dan also shared we are continuing to anticipate a response for the PPL grants for STEM concepts in education for \$24,830.

Unrestricted funds of \$27,330 for teacher mini-grants, \$5,000 for artist & author residence program and \$10,000 for virtual reality programs.

Alumni: The alumni reiterated their support for \$2,000 to the foundation for mini-grants.

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Fund Development: Dates for 2017 meetings and events:

- 2017 meeting dates (7/12, 9/13, 11/15)
- 2017 event dates (golf tournament 8/11, clay shoot 10/15)

Jayson reviewed the 5K. He noted Wegmans donation for over \$200 in the form of fruit and confirmed Comfortek is interested in donating the shirts again next year. Runner attendance was down by 40 despite more marketing, Pretzel City Sports did mention that all runs they do are down. Recommendations by participants included a 5K/5 Mile or a different weekend/date/venue change. We agreed we ask for other dates in May and then make a decision.

The High School and Northwestern Elementary will receive \$200 for their fitness programs for the participation in the 5K. Moving forward we have asked Pretzel City to exclude stroller participants. Approximate net from the event was \$5,800.

Judy motioned to approve \$200 to each the HS and NEW fitness programs, Tim seconded, the motion carried.

Sue is still planning the Golf Tournament and registration is officially opened. Leslie Frisbie is helping to solicit the sponsorships from the vendors or the district. Olde Homestead will be sponsoring the event by issuing a check for sponsorship, Kevin from OHGC will manage the event. The menu is changing but there will now be appetizers. The timing of the event will continue, prized have been reduced slightly, drinks/alcohol will be limited/adjusted and the New Tripoli Bank will be the title sponsor for the event (\$1,500). Val will do two Press inserts, signs for distribution and Facebook ads to support the event.

DJ has updated the annual fundraiser spreadsheet and shared results including approximately \$18,000 raised with four events.

At the next fund development meeting we need to finalize our winter event recommendation in lieu of the pancake breakfast. We will also want to begin discussing the sponsor event.

Governance: We still are in need of two new members. The goal is to fill one or both positions before end of the summer.

PR: Val shared continued difficulty with accessing the www.nwlef.org domain with GoDaddy. Tim motioned to approve up to \$100 to purchase the domain, Mike seconded, and the motion carried.

Old Business:

Meredith shared an update on sponsorships and distributed a breakout of the received dollars, commitments and those who have not responded. There is a difference of about \$5,000 contribute to by McClure, Fox Rothschild, Dellicker, NRG Controls, Old Homestead, Blue Mountain Equipment, Perma Column, Portnoff, and Wright Electric.

New Business:

- Night in the County in August – we will coordinate the logistics and coverage at the next meeting.
- DJ did share that he has requested more exposure to the things we fund in the coming year including meetings in the new spaces or seeing/experiencing the products/technology purchased.

Mike motioned to adjourn, Meredith seconded – motion carried. Meeting adjourned at 8:43 pm