



**Meeting of the Board of Directors
Minutes for August 1, 2022**

MEMBERS PRESENT:

DJ Wolbert, Michael Perinotti, Amy Kinnon, Curran Dever, Kristen Grim, Michelle Kaschak, Erin Vermeulen, Valerie Kile, Jeff Zellner
Guests: Dr. Warfel

CALL TO ORDER/APPROVAL:

DJ called the meeting to order at 6:58 PM and requested any changes to the meeting agenda.

Approval of Agenda: *Val motioned to approve; Erin seconded--the motion carried.*

Approval of the Minutes: *Val motioned to approve; Erin seconded--the motion carried.*

COMMUNICATIONS:

- The Hartford Business Center annual policy renewal received in the mail.
- Alumni Association-still in communication, Michael asked about getting information needed for Tax Return.

COMMITTEE REPORTS

Treasurer: Bills for payment-Times (pre-approved marketing) \$520, Insurance Policy Renewal \$2,279, and reimbursement \$391 to Kristen for pre-approved golf tournament expenses, & \$210.82 to Valerie for preapproval marketing expenses for digital ads. *Michael motion to pay insurance, Michelle 2nd, motion carried.*

June 2022 report income was \$1,216.68 including event fundraising & general donations. Total expenses were \$3,513.96 including payroll, general administrative, & professional fees.

The cash balance was \$70,548.08

July 2022 total income of \$5,953.80 including event fundraising, general donations, & restricted donations.

Total expenses were \$4,365.74 including payroll & general administrative.

The cash balance was \$72,136.14

End of year report: Total income \$212,833 including \$196,648 in donations, \$11,011 in fundraising, with total expenses of \$51,738 ending with \$70,548 cash balance.

Discussion of draft budget for next year was had by all board members. Goal \$37,000 event fundraising on revenue side. DJ asked committee heads to get with Michael to finalize and send out for an e-vote.

Governance: Introduction of Dr. Jim. Warfel, has a long history with our school district including curriculum committee and creation of plan for new middle school, etc. Retired 5 years ago after extensive experience working within a variety of schools and has served as a school board member in recent years. *Erin motioned to accept Dr. Warfel as a new board member, Michelle 2nd, all in favor, none opposed, motion passed.* **Val & DJ welcomed Dr. Warfel to the board.**

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This leaves us with one (1) open board position.

DJ reminded us that at the next board meeting (October) we will have elections for the new officers. DJ is not running for president. Val will send out Bylaws to all board members with descriptions of available positions.

Allocations: Dan was unable to attend the meeting. Below is his written report for the board:

EITC Funds

- 21/22 Fiscal Year - Income \$136,000 FYTD (80% is \$108,800)
 - Embassy Bank \$10,000 (2021)
 - Waste Management \$10,000
 - Weis \$1,000
 - New Tripoli Bank \$100,000
 - Embassy Bank \$10,000 (2022)
 - Neffs Bank \$5,000
- Distributions - (Allocated \$121,000 FYTD)
 - Distributions at February Meeting - \$121,000
 - \$46,900 - SMART Boards (HS & Weisenberg)
 - \$60,784 - High School Broadcasting Studio
 - \$5,800 - Middle School Broadcasting Studio
 - \$7,516 - Model Based Inquiry
 - Recommendations at June Meeting - \$11,121 (\$5,121 new funds)
 - \$3,500 - Middle School Fitness
 - \$1,621 - High School Broadcasting Studio
 - \$6,000 - High School Broadcasting Studio (reallocation of funds from unrestricted to EITC)

End of FY Total EITC Allocations, with current recommendations \$132,121.00

Allocation of Restricted Funds

- 21/22 Fiscal Year - Income \$9,200 FYTD
- Distributions - (Allocated \$4,200 FYTD)
 - Distribution at October meeting - \$4,200
 - \$4,200 Collaborative Seating (Lions Follweiler Grant)
 - Recommendation at June meeting - \$5,000
 - \$5,000 Music Program (WF Grant - Bessie S Graham Music Fund)

End of FY Total Restricted Allocations, with current recommendations \$9,200.00

Allocation of Unrestricted Funds

- Total money budgeted - \$55,000
- Distributions - (Allocated \$29,707.16 FYTD including Mini-Grants)
 - Distribution at October meeting - \$275.76

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- \$275.76 to cover updated project costs
- Distribution at December meeting - \$12,268.00
 - \$9,868.00 evote of previously recommended Teacher Mini-Grants
 - \$2,400.00 for First Round Teacher Mini-Grants
- Distribution at February meeting - \$5,438.40
 - \$5,438.40 - Middle School Technology LEGO Invention Squad
- Distribution at April meeting - \$11,725 (adjust to \$5,725 as of June)
 - \$5,725.00 for Second Round Teacher Mini-Grants
 - \$6,000.00 unrestricted support to finalize HS Broadcasting Studio (supply chain and cost increases)
- Recommendations at June meeting - \$22,915.67
 - Adjust \$6,000.00 unrestricted in April to an EITC allocation
 - \$1,500.00 for Additional Teacher Mini-Grant (Exception)
 - \$14,915.67 for Music Program (grant project supplement)
 - \$6,500 for NWE Artist in Residence Program (SY 22/23)
- Teacher Mini-Grant program - total Mini-Grants funded FYTD \$17,993
 - Roll out in October - previously approved being funded first (current estimate at \$10k), new applications being received
 - \$9,868 distribution approved
 - First round - 10.21 Applications, 11.21 Review, 12.21 Recommendations (3 of 4 Applications approved \$2,400 of \$3,600)
 - \$2,400 distribution approved
 - Second round - 02.22 Applications, 03.22 Review, 04.22 Recommendations (3 of 4 Applications approved \$5,725 of \$7,225)
 - \$5,725 distribution recommended
 - Recommendation 06.22 - Exception of new teacher application
 - \$1,500 distribution recommended

End of FY Total Unrestricted Allocations, with current recommendations \$46,622.83

June recommendations - funds allocated to District \$33,036.67

Total FY Allocations, with current recommendations \$187,943.83

Alumni:

No updates at this time.

Fund Development:

- Spartan Race – Erin still waiting to hear if we had anyone participate.
- Golf Tournament – Two weeks, August 12, registration is open and social promotion ongoing. Amy reports 56 sponsor attendees, 14 paid golfers, room for more! Team sponsorships are up from last year! Good shape with volunteers. Curran & Amy been working on raffles-Glasbern, Bear Creek, local pizza shop, Retriever, etc. Amy will take photos!
- Clay Shoot- Save the Date: October 23rd (moved back to our original weekend with hopes of increase participation). Please share event on social media.

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PR:

- “Tiger Take Over”--Val pitched the idea to partner with many more local businesses for profit share. Hopefully the Alumni Association will help promote. Maybe one a month, understanding we cannot attend all. Val & Amy identified 14 local businesses to consider.
- Night in the Country- August 20th, rain date August 21st. Sign up Genuis coming out tonight--asking for 2-3 volunteers for each shift.
- Simple Booth-Val & Jill discussed pros and cons of the board purchasing our own photobooth software. *Val will motion to approve up to \$1,250 for upfront expensive and one month subscription fee. Jill 2nd, all in favor--motion passed.*

DEVELOPMENT DIRECTOR UPDATE:

- Amy shared goals for 22-23 fiscal year includes a total of \$250,000 including: \$50,000 in annual sponsors, \$37,000 in event fundraising, \$15,000 in general donation, & \$148,000 in restricted donations.
- DJ & Amy recommended that all board members download the Bloomerang App to quickly see our donations/sponsorships, etc.
- Stadium Chairs – Amy was quoted 24 chairs (minimum) for \$700 upfront cost=\$30 per chair and if we sold them for \$45 we could make \$360. *Val motion to approve up to \$700 for purchase stadium chairs, Jill 2nd, DJ amended to sell for \$50, all in favor-motion passed.*
- Amy reminded the board her working hours are 16-20 hours a week, typically M-Th 8AM-12PM and is in the administrative office on Wednesdays. DJ reminded the board the officers meet with Amy biweekly for updates. Amy also meets with Fund Development and PR every other week too.

OLD BUSINESS: Strategy Session reviewed – Alumni Association, Capital Campaigns, and Event Participation.

NEW BUSINESS: Amy’s annual evaluation was reviewed with the board and shared the officers’ feedback and recommendations. Specifically, we are recommending 3.5% on merit and 1% for cost of living. *Jeffrey motioned to support the 4.5% raise, and Michael 2nd, all in favor-motion passed.*

Next Meeting: October 3, 2022 @ 7 pm – NWLSD Administration Building

ADJOURNMENT:

Val motioned to adjourn the meeting @ 9:02 PM, Erin seconded, all in favor–motion passed.