

## MEETING OF THE BOARD OF DIRECTORS Meeting Minutes for April 3, 2023 @ 7pm

### MEMBERS PRESENT:

Michael Perinotti, Courtney Boyle, Clare Coupe Scott, Jeff Zellner, Dan Macaulay, Jim Warfel, Kristen Grimm, Erin Vermeulen, Amanda Smith, Leann Stitzel, Jill Krahwinkel, Michelle Kaschak, Amy Kinnon, Valerie Kile, & DJ Wolbert (virtual).

Guests: Danielle Dengler (student ambassador)

### CALL TO ORDER/APPROVAL:

Val called the meeting to order at 7:02 PM and requested any changes to the meeting agenda.

Approval of the Minutes: *Dan motioned to approve; Michael seconded, all in favor--the motion carried.*

Approval of Agenda: *Amanda motioned to approve; Courtney seconded, all in favor--the motion carried.*

### COMMUNICATIONS

- E-Vote March 2023 - 12 participants-0 no, 0 abstained, 12 yes for both votes.
  - Deposit for the 2023 Clay Shoot to Lehigh Valley Sporting Clays in the amt of \$1,074.50
  - Reimburse Val \$159.00 for the food/drink bill from Strategic Planning
- Reviewed results of board member survey indicating Monday 5:30-7:30 PM is the first preference & Monday 7-9 PM is second preference.

### REPORT OF THE TREASURER

- Bills for payment
  - Reviewed four bills that are set to be paid, all previously preapproved.
- Financial Summary February 2023-March 2023:
  - Total Donations \$22,592.56; Total Expenses: \$8,496.16  
=Ending Cash Balance \$172,238.86
  - \$97,600 EITC funds to spend.

Financial Summary Fiscal Year 7/1/2022-6/30/2023

|                              |                               |                              |            | Feb Mar          | FY22-23 YTD       | FY22-23<br>Jan YTD | Change           | %<br>Change  |
|------------------------------|-------------------------------|------------------------------|------------|------------------|-------------------|--------------------|------------------|--------------|
| <b>Starting Cash Balance</b> |                               |                              |            | 169,574.48       | 70,548.08         | 70,548.08          | -                | -            |
| <b>Income</b>                |                               |                              |            |                  |                   |                    |                  |              |
|                              | Fund Raising                  | Golf Tournament              | Income     |                  | 7,415.00          | 7,415.00           | -                | 0%           |
|                              |                               |                              | Expense    |                  | 7,850.34          | 7,850.34           | -                | 0%           |
|                              |                               |                              | Net        |                  | (435.34)          | (435.34)           | -                | 0%           |
|                              |                               | Sporting Clays               | Income     |                  | 11,023.44         | 11,023.44          | -                | 0%           |
|                              |                               |                              | Expense    |                  | 6,345.45          | 6,345.45           | -                | 0%           |
|                              |                               |                              | Net        |                  | 4,677.99          | 4,677.99           | -                | 0%           |
|                              |                               | 5K and Fun Run               | Income \$  | 2,271.10         | 2,271.10          | -                  | 2,271.10         | -            |
|                              |                               |                              | Expense    |                  | -                 | -                  | -                | -            |
|                              |                               |                              | Net        | 2,271.10         | 2,271.10          | -                  | 2,271.10         | -            |
|                              |                               | Cornhole                     | Income     | 3,234.75         | 3,855.19          | 620.44             | 3,234.75         | 84%          |
|                              |                               |                              | Expense    | 1,722.82         | \$1,722.82        | -                  | 1,722.82         | -            |
|                              |                               |                              | Net        | 1,511.93         | 2,132.37          | 620.44             | 1,511.93         | -            |
|                              |                               | Share the Love/Disney raffle | Income     |                  |                   |                    |                  |              |
|                              |                               |                              | Expense    |                  | \$0.00            | \$0.00             | \$0.00           | -            |
|                              |                               |                              | Net        |                  | -                 | -                  | -                | -            |
|                              |                               | Miscellaneous                | Income     | 650.00           | 1,900.00          | 1,250.00           | 650.00           | -            |
|                              |                               |                              | Expense \$ | 159.00           | 2,836.70          | 2,677.70           | 159.00           | 6%           |
|                              |                               |                              | Net        | 491.00           | (936.70)          | (1,427.70)         | 491.00           | -52%         |
|                              | <b>Total Fund Raising Net</b> |                              |            |                  | 4,274.03          | 7,709.42           | 3,435.39         | 4,274.03 55% |
|                              |                               | General Donations            |            | \$2,401.09       | 10,053.33         | 7,652.24           | 2,401.09         | 24%          |
|                              |                               | Partners                     |            | 12,530.17        | 22,030.17         | 9,500.00           | 12,530.17        | 57%          |
|                              |                               | Restricted Donations         |            | 2,500.00         | 117,000.00        | 114,500.00         | 2,500.00         | 2%           |
|                              | <b>Total Donations</b>        |                              |            | 17,431.26        | 149,083.50        | 131,652.24         | 17,431.26        | 12%          |
|                              | Grants                        | Grants                       |            |                  | 1,300.00          | 1,300.00           | -                | 0%           |
|                              | Investments                   | Interest                     |            | \$ 112.08        | 491.18            | 379.10             | 112.08           | 23%          |
|                              | <b>Total Income</b>           |                              |            | <b>21,817.37</b> | <b>158,584.10</b> | <b>136,766.73</b>  | <b>21,817.37</b> |              |
|                              | <b>Expenses</b>               |                              |            |                  |                   |                    |                  |              |
|                              | Professional Fees             |                              |            | 1,295.00         | 1,295.00          | -                  | 1,295.00         | -            |
|                              | PR/Recruiting                 |                              |            | 172.37           | 5,079.04          | 4,906.67           | 172.37           | 3%           |
|                              | General Administrative        |                              |            | 301.88           | 3,194.81          | 2,892.93           | 301.88           | 9%           |
|                              | Payroll                       |                              |            | \$ 6,629.38      | \$32,232.11       | \$25,602.73        | \$6,629.38       | 21%          |
|                              | Insurance                     |                              |            |                  | 2,858.00          | 2,858.00           | -                | 0%           |
|                              | Teacher Appreciation          |                              |            |                  | -                 | -                  | -                | -            |
|                              | <b>Total Expenses</b>         |                              |            | <b>8,398.63</b>  | <b>44,658.96</b>  | <b>36,260.33</b>   | <b>8,398.63</b>  | 19%          |

Next Meeting:  
June 12, 2023 @ 7 pm

|                               |                     |                   |                   |                   |                   |            |
|-------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|------------|
| <b>Allocations</b>            |                     |                   |                   |                   |                   |            |
|                               | CPR equipment       | 1,300.00          | 1,300.00          | -                 | -                 | 0%         |
|                               | Teacher Mini Grant  | 180.00            | 180.00            | -                 | -                 | 0%         |
|                               | Teacher Mini Grants | <u>15,850.00</u>  | <u>15,850.00</u>  |                   |                   |            |
| <b>Total Allocations</b>      |                     | 15,850.00         | 17,330.00         | 1,480.00          | 15,850.00         | 91%        |
| <b>Cash Balance 3/31/2023</b> |                     | <b>167,143.22</b> | <b>167,143.22</b> | <b>169,574.48</b> | <b>(2,431.26)</b> | <b>-1%</b> |
| <b>Net Assets 3/31/2023</b>   |                     | <b>167,143.22</b> | <b>167,143.22</b> | <b>169,574.48</b> | <b>(2,431.26)</b> | <b>-1%</b> |

Notes

1) EITC Committed allocations equals 80% of EITC funds received minus allocations

|                              |              |
|------------------------------|--------------|
| Bank Acct Check At 3/31/2023 |              |
| Paypal                       | \$2,293.67   |
| New Tripoli Bank Savings     | \$145,392.14 |
| New Tripoli Bank Checking    | \$19,457.41  |
| Total                        | \$167,143.22 |
| Difference                   | (0.00)       |

## COMMITTEE REPORTS

### Executive

- [Annual Calendar](#) of meetings is available & end of year budget will be due by the June meeting.
- Annual Administration Meeting was held last week. Jen, Leann, Val, Erin, Jill, & Amy were in attendance. Discussed general funding needs around mental health & safety.

### Allocations

- **Total Disbursements:**
  - Teacher Mini-Grants: \$15,735.00
  - EITC:
    - \$56,950 for Interactive Whiteboard Replacements
  - Weisenberg Artist-in-Residence: \$5,000
  - HS Social Emotional Learning: \$2,500
  - Total: \$80,185
- **Other Approved:**
  - HS Broadcasting Project, Phase 2 - Up to \$35,000 Approved (awaiting updated quote)
  - Committee will use remainder of funds for Chromebooks to hit the 80% goal totaling \$97,600 out of \$122,00
    - All funds within the allocations budget.
    - See [Allocations Committee Report](#) for additional information.

### Alumni

- An updated phone number was provided for the organizer and Val will continue to try to get in touch to work on our partnership. NWLEF will continue to strategize ways to move forward to increase our alumni engagement and support.

### Fund Development

- Cornhole Tournament Recap- 40 teams, all ages, raised \$1,800 therefore successful event for first time.
  - Feedback from board members 1) better prizes for the youth, 2) point person for concessions: plastic table clothes for easier clean up, better signable, electronic payment option (Venmo) instead of cash only, middle school gym was spacious however janitorial costs were higher than expected.
- Tiger Run & Fun Walk – May 27<sup>th</sup>! Volunteers needed, please sign up via [Sign Up Genius](#).
- Looking for more event sponsorships-please let Amy know if you have any ideas or contacts.
- [Fund Development and PR Latest Meeting Notes](#) available for all to review.

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June 12, 2023 @ 7 pm

## Public Relations

- Senior Signs - 73 sold, deadline April 15. Will need board member volunteers to deliver.
- [Tiger Takeovers](#) - We've raised \$1500 thus far! One a month through July.
  - 4/14 @ Eight Oaks, 5/19 @ Polish Water Ice, 6/9 @ Bear Rock Junction, 7/22 @ Ridgeview
- Kindergarten Registration - Volunteers needed, please sign up via [Sign Up Genius](#).
- Neffs Community Event on Saturday 6/3 -expecting 1,000 attendees. Volunteers needed to run the photobooth, please sign up via [Sign Up Genius](#).
- [Fund Development and PR Latest Meeting Notes](#) available for all to review.

## Development Director

- Goal Tracking Update - [visit Bloomerang](#) to keep track of event fundraising, annual partners, general donations, & grants awarded. All board members have access.
- [Student Ambassador Program](#)- next meeting tomorrow, will be writing out *Thank You* cards. Next round of applications will be seeking Freshman-Juniors volunteers because we have three Seniors on board for next year. Students are proposing a grant opportunity that will be available for students starting next academic school year, there will be parameters that align with both the NWLEF and school district's goals and needs.
- [Staff Advisory Group](#)- discussed the teacher mini grant program, the feedback was overall positive including the \$1,500 amount funded. One suggestion is that the teachers would like to see what projects were funded which will help them continue to create ideas for future applications. NWLEF will revisit doing this.

## OLD BUSINESS

- Strategy Session Follow-Up
  - Please review the [notes here](#).
  - Meeting Time, Virtual Option, and Agenda
    - Meeting Day/Time- *Clare motioned to approve moving the meeting to even months, 2<sup>nd</sup> Monday, 5:30-7:00 PM starting in June; Michael seconded, all in favor--the motion carried.*
    - Virtual options will still be available, please RSVP accordingly on the Google calendar.
    - [New Template Agenda](#)-*Amanda motioned to adopt new agenda, Courtney seconded, all in favor—the motion carried.*
  - Proposed Goals
    - Restructure the committees, each developing their own charter/guide/handbook - Executive Committee has [recommendations for discussion and potential vote here](#).
      - Amy expressed concerns about increasing the number of meetings she's attending which takes her away from other duties.
      - *Clare proposed option 3, Michelle seconded, all in favor—the motion carried.*
    - From there each committee will develop their own [Committee Guide](#) by May 22 for review at the June meeting.
    - Reevaluate the [Development Director job description](#) - especially as it relates to the new committee structures, thoughts that surfaced during the session and income sourcing diversification raised in the survey by May 22 for review at the June meeting
      - Ad Hoc Committee - Dan, Amanda, Kristen, and Jeff

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- Please review [Board Member Job Description](#) for committee engagement. Erin & Amanda will review & recommend updates by May 22 for review at the June meeting. Self-Reviews will occur in July.

#### **NEW BUSINESS**

- End of Year Timeline
  - June Meeting - Budget proposal for review and approval, Committee Guide Reviews, Development Director job description review
    - (\*\*\*)All deliverables due by May 22, 2023 at the latest)
  - June/July - Development Director annual review and board member self-reviews
  - August - Bylaws review and approval
  - October - Annual meeting & elections

#### **OTHER BUSINESS**

#### **ADJOURNMENT**

*Erin motioned to adjourn at 9:01 PM, Michael seconded, all in favor, ---the motion carried.*