

**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**October 9, 2023 @ 5:30 PM**

**MEMBERS PRESENT:**

Valerie Kile, Michael Perinotti, Jeff Zellner, Jim Warfel, Clare Coupe Scott, Sarah Halpin, Michelle Kaschak, Amanda Smith, Erin Vermeulen, Jill Krahwinkel, Leann Stitzel, Greg Kuhn, Joe Velarde, & Amy Kinnon.  
Guests: None

**CALL TO ORDER/APPROVAL:**

- Call to order 5:34 PM by Val.
  - *Claire motioned to approve the agenda, Amanda second. All in favor. Motion passed.*
- [Approval of prior meeting minutes](#) are available on Google Drive.
  - *Erin motioned to approve the prior meeting minutes, Amanda second. All in favor. Motion passed.*

**ANNOUNCEMENTS/COMMUNICATIONS:**

- Jill announced her resignation due to her full-time commitment to Kutztown, she is unavailable most weeknights and is unable to job the new board member responsibilities. Val acknowledged there is now one open board seat.
- Val's Maternity Leave- Erin (VP) is covering for Val while she is on leave. Val will be attending a few events throughout.
- Old Business
  - [DRAFT Bylaw Review](#) - Discussed Section 3.08 and 4.02 policies. DJ motioned to change voting schedule to elect President & Secretary on even years and the Vice President & Treasure on odd years. *DJ motioned to pass the proposed schedule; Claire seconded. All in favor. Motion passed.*
- New Business
  - [Elections](#)-Val shared that voting for the 2023 elections this year will be held electronically. Three positions are unopposed, however, excited to see two board members up for position of Secretary.

**Treasurer:**

- See the [Report of the Treasurer](#)
  - Bills for payment-reimbursed board members for preapproved expenses, no vote needed.
  - Financial Summary August-September 2023:
    - Total Income: \$7,467.73
    - Total Expenses: \$14,540.32
    - =Ending Cash Balance \$54,703.16
      - See below summary outlining all areas in detail:

Financial Summary Fiscal Year 7/1/2023-6/30/2024																				
				Aug-Sep	FY23-24 YTD	FY23-24 July YTD	Change	% Change												
Starting Cash Balance				61,775.75	60,534.10	60,534.10	-													
<b>Income</b>																				
Fund Raising	Golf Tournament	Income	3,859.00	8,345.14	4,486.14	3,859.00	46%													
		Expense	9,023.82	9,023.82	-	9,023.82	100%													
		Net	(5,164.82)	(678.68)	4,486.14	(5,164.82)	761%													
	Sporting Clays	Income	7,502.90	7,752.90	250.00	7,502.90	97%													
		Expense	-	-	-	-	#DIV/0!													
		Net	7,502.90	7,752.90	250.00	7,502.90	97%													
	5K and Fun Run	Income	-	30.00	30.00	-	0%													
		Expense	-	200.00	200.00	-	0%													
		Net	-	(170.00)	(170.00)	-	0%													
	Cornhole	Income	-	-	-	-	#DIV/0!													
		Expense	-	\$0.00	\$0.00	-	#DIV/0!													
		Net	-	-	-	-	#DIV/0!													
	Miscellaneous	Income	454.00	507.00	-	507.00	100%													
		Expense	\$ -	-	-	-	#DIV/0!													
		Net	454.00	507.00	-	507.00	100%													
Total Fund Raising Net				2,792.08	7,411.22	4,566.14	2,845.08	38%												
	General Donations	\$	4,606.26	4,652.70	99.44	4,553.26	98%													
	Partners		-	-	-	-	#DIV/0!													
	Restricted Donations		-	-	-	-	#DIV/0!													
Total Donations				4,606.26	4,652.70	99.44	4,553.26	98%												
Grants				-	-	-	-	#DIV/0!												
	Investments	Interest	\$ 69.39	104.70	35.31	69.39	66%													
Total Income				7,467.73	12,168.62	4,700.89	7,467.73													
<b>Expenses</b>																				
	General Administrative		262.44	379.66	117.22	262.44	69%													
	Payroll		6,678.44	9,970.46	3,292.02	6,678.44	67%													
	Marketing		4,694.92	4,694.92	-	4,694.92	100%													
	Finance		\$ 2,755.00	\$ 2,755.00	-	\$2,755.00	100%													
	Community		149.52	199.52	50.00	149.52	75%													
Total Expenses				14,540.32	17,999.56	3,459.24	14,540.32													
Allocations																				
Total Allocations				-	-	-	-	#DIV/0!												
Cash Balance 9/30/2023				54,703.16	54,703.16	61,775.75	(7,072.59)	-13%												
Net Assets 9/30/2023					54,703.16	61,775.75	(7,072.59)	-13%												
Notes																				
<table border="1"> <tr> <td>Bank Acct Check At 9/30/2023</td> <td></td> </tr> <tr> <td>Paypal</td> <td>\$3,029.16</td> </tr> <tr> <td>New Tripoli Bank Savings</td> <td>\$36,794.22</td> </tr> <tr> <td>New Tripoli Bank Checking</td> <td>\$14,879.78</td> </tr> <tr> <td>Total</td> <td>\$54,703.16</td> </tr> <tr> <td>Difference</td> <td>(0.00)</td> </tr> </table>				Bank Acct Check At 9/30/2023		Paypal	\$3,029.16	New Tripoli Bank Savings	\$36,794.22	New Tripoli Bank Checking	\$14,879.78	Total	\$54,703.16	Difference	(0.00)					
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**Committee Reports:** (Surface dates, votes, action items or financial impacts - not intended to dupe a committee report)

- Allocations
  - [Committee Report](#)
  - Mini-Grant Program Update-only 3 applicants. Sent stickers to every teacher who received a mini grant last year. Next meeting 11/2 to review mini grants.
- Finance

*Next Meeting:  
December 11, 2023 - 5:30  
HOPS Fogelsville*

- Fiscal Year Report Draft was received. Taxes are behind, the accounting firm said they will complete by the end of the month but no penalties because deadline is 11/15.
- This year's goal is to raise 2 million total!
- Events - [Latest Meeting Notes](#)
  - Next Event: Clay Shoot-Sunday October 22 @ Lehigh Valley Sporting Clay
    - 53 paid shooters; 25 sponsors--confirmed cap at 100 shooters
    - [Food and Volunteer Sign Up](#)-Board members are encouraged to sign up.
    - Travel Mugs are the giveaway this year, as well as Gun Raffle & scheduled games
  - 2024 Events Dates-SAVE THE DATE
    - Cornhole-Saturday 2/24 @ Middle School (snow date Sunday 2/25)
    - Tiger Run & Fun Walk Sunday 5/19 @ Ontelaunee Park
    - Golf Tournament-Friday 8/9 @ Old Homestead Golf Course
    - Clay Shot-Sunday Sunday 10/20 @ Lehigh Valley Sporting Clay
      - Val sent all invites out on calendars for board members to RSVP.
- Marketing - [Latest Meeting Notes](#)
  - [Tiger Takeovers](#)-continuing to host one a month; next one 10/20 @ Retriever Brewing Company
    - New venues: Blue Mountain and Urban Air, looking into Red Robin
    - Per board member responsibilities outline 3 to be attended per year.
  - Annual Report- in draft format will be ready by the donor event.
  - Tree Lighting on Sunday 12/3, is not confirmed but expected. Will be held at Ontelaunee Park
    - [Volunteers needed](#), please sign up!
  - Senior Signs sales are open!
  - Joe volunteered to help Val with the creation of the video highlighting the foundation.
  - Social posts have been going out regularly-board members are encouraged to share!
- Community Engagement
  - [Student Ambassador Program](#)- Michelle shared interviews were conducted for open positions-we now have 10 total! Next meeting Wed @ 5 TBD-anyone is welcome to attend.
  - [Staff Advisory Group](#)- Two high school advisors, more to come.
  - Alumni Update- Three boxes and old bylaws were given to Val for review who shared with consultant reviewing our bylaws. Charlene with the alumni association shared the group would like to “disband.” Val needs clarification because we can't let the alumni association dissolve as it is covered under our bylaws. The goal is still to take back ownership of the alumni association since it is under our bylaws and financial/tax reporting.
- Executive
  - Open Board Positions
  - [Elections](#) Results: Val re-elected as President, Erin re-elected as Vice President, Michael re-elected as Treasurer, and Michelle elected with 7 out of 12 votes for Secretary.
    - Amanda will be shadowing Michael to learn about the
- Development Director
  - Goal Tracking Update -board members are encouraged to [visit Bloomerang](#).
    - Metric Tracking for Interactions
      - 10 Cultivation (current) & 6 Solicitations (new) per month
        - August-met all goals
        - September- met new business, did not meet current due to Annual Appeal
        - October- plans to fully met
    - 48% of event fundraising goal met (\$38,390 goal; \$18,483 achieved)

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- 29% of general donation goal met (\$16,500 goal; \$4,737 achieved)
- No entries on annual partners goal, grant goal, EITC goal met
- Annual Appeal- sent out in August, current donations \$3,336.46 through 21 donors. We obtained 11 new donors!!! Cost was \$2,400 to create and mail.
- Donor Appreciation Event-Wednesday 11/15 from 6-8 PM @ Ridgeview Winery; food by Thunderhead Lodge; current 10 RSVPS. Sign up Genius coming soon.
- Other business items, discussion points, comments, closed door topics:
  - DD Salary/Bonus Structure was reviewed and discussed in detail. Moving forward the Development Director will receive an annual bonus depending on funds brought in.
    - *Michelle motioned to approve, Amanda seconded, all in favor. Motion passed.*
- Adjournment
  - *Erin motioned to adjourn the meeting @ 7:12 PM, Amanda seconded, all in favor—motion passed.*

**Next Meeting: Monday December 11, 2023 @ 5:30 PM – Hops Fogelsville**

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