

**Northwestern Lehigh Educational Foundation  
Meeting of the Board of Directors  
Minutes for February 23 2015**

Clare called the meeting to order at 7:00pm and requested any changes to the meeting agenda. No changes were made.

**Members Present:** Clare Coupe Scott, Steve Prange, DJ Wolbert Judy Henry, Val Creitz, Cheryl Ash, Tim LeBrecht, Eric Andreus, Steve Fenour, Dan Macaulay, Jayson Boushell, Jane Hathaway, Mike Kistler

\*\*\*please remember to sign in\*\*\*

**Guests Present:** Leann Stitzel

**Approval of the Minutes:** DJ motioned to approve the minutes, Judy seconded, the motion carried

**Communications:** Invoice from Comfortek for board members shirts was received as well as checks received from United Way, Just Give, Art Anderson. Tax Document for IRS. Clare asked Steve Prange to look into an alternative method to Just Give – fees are fairly high.

**Report of the Treasurer:** Dec/Jan – Expenses- golf tournament deposit paid. Sporting Clay food expenses paid. Professional fees paid to Gorman & Assoc for 990 Preparation . Income General – 2 months of donations for United Way . EITC donation from Weis – Total income less expenses \$4543. Weis donation was not included in the committed funds and is not considered restricted since we donated more than our 80% last year. Net assets of \$108,344

Judy made a deposit from the Applebee's pancake breakfast of \$1781 – Judy submitted receipts for payment on the gift baskets which was previously approved.

Tim LeBrecht motioned to approve the Treasurers report, Steve Fenour seconded, the motion carried.

#### **COMMITTEE REPORTS**

**Fund Development:** Judy Henry reported the Applebee's breakfast went really well – after expenses \$1578.32 in profit was made. The basket raffle netted \$590 of that profit.

5K run – Joe Madar has agreed to donate all the shirts to the 5 K run – saving the foundation an estimated \$2400. Jayson will be meeting with Joe in the next week to discuss details and exposure for his company. Jayson motioned to approve \$2500 in expenses for the 5K, Val seconded , the motion passed. The Board discussed searching for a student presence to sing the National Anthem and a possible military presence or a Scout troop to present the colors. Board members please review last years sponsor and get commitments and checks from your sponsors before March 31<sup>st</sup> – We will ask Bagel Bunch to come back in the concession stand for smoothies – Jane to follow up with them. Clare will be checking with the Shaved Ice vendor.

**Alumni:** Charlie Fenstermaker is resigning from the board. They are planning a Fall basket bingo that will be held the Monday after the clay shoot. They were very appreciative of the leftover food from the clay shoot.

**Governance:** Still looking for a member – Dr. Warfel has a list of our meetings and Steve F. is still hopeful he has interest.

**Allocation:** Clare provided a yearly summary allocation of Foundation donations back to 2007 through current year. Allocation of EITC funds received \$117,000 – Oct 2014 we allocated \$110,645.80 - seeking approval to spend \$6354.20 and move some of the unrestricted funds over \$493.70 to bring total to \$6800 to purchase another two interactive boards for the remaining two elementary teachers that do not have boards yet. One in each elementary school.

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Motion to approve \$20,653.13 – for Tiger TV, Chrome Books and two interactive whiteboards for the elementary schools was made. Mike K made a motion to approve allocation – DJ seconded, the motion passed.

Teacher Mini Grant Program is rolling out – applications must be back April 10<sup>th</sup> with approvals by May 31 2015. Information and the application will be posted on the internet.

**EITC update:** New round for EITC starts in May.

**Old Business:** Clare and Jane still need to work on container with basic materials for events. Consent for events – still looking for any sample consent forms. Please send them to Clare for review and consideration. Shirts have been distributed to board members - \$400 left in the budget, jackets were not what we were looking for, so any additional purchases have been placed on hold.

**New Business:** none

**2014 Event Dates**

- Sat. May 23rd – 5K Run
- Fri. Aug 14<sup>th</sup> – Golf Tournament
- Sun. Oct 25<sup>th</sup> – Clay Shoot

**Fund Development Meeting Dates**

- March 18<sup>th</sup> at Old Homestead Golf Course

**Next Meeting Dates**

- ✓ Apr 6<sup>th</sup>
- ✓ Jun 1<sup>st</sup>
- ✓ Aug 3<sup>rd</sup>
- ✓ Oct 5<sup>th</sup>
- ✓ Dec 7<sup>th</sup>

Val made a motion to adjourn the meeting at 7:58pm, Judy seconded the motion, the motion carried.