

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for October 5 2015**

Clare called the meeting to order **7:05** pm and requested any changes to the meeting agenda. No changes were made.

Members Present: Clare Coupe Scott, DJ Wolbert, Judy Henry, Eric Andreus, Jane Hathaway, Tina Talago, Val Creitz, Mike Kistler, Dan Macaulay, Steve Prange, Meredith Prange

please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: Jane motioned to approve the minutes, Judy seconded – the motion carried

Communications: A thank you letter from the 1st grade team was received and shared. Two letters – one for Mrs. Lisa Razze and one for Mr. George Pacinda – were signed by present members. An HR Block letter to endorse for tax services for credit was received – the board agreed to not endorse tax services, as well as a check for \$75 from 309 Tire and Auto for clay shoot and the EITC registration for the year. Clare announced that Cheryl has given her resignation from the board.

Report of the Treasurer: \$52 donations from Night in the Country received. Net for the golf, \$5,300, Began getting clay shoot money – nearly \$2000, General donations includes Amazon Smile \$32 and United Way, \$1,331 benevity, \$200 restricted donation received for teacher mini grants. Total Income \$8,847.56.

PR reqcruting expenses includes stadium ad and EZ Up reimbursement to Jane Hathaway. General and Administrative includes paypal fees.

\$125,570.59 cash balance and \$6,400 committed allocations for EITC and \$2,200 for Teacher mini grants.

Net assets of \$96,970.59.

More details on committed allocations coming from Dan.

Budget – we should end up around \$65,000-\$66,000 with this year spending commitments.

Bills for payment – trophies for clay shoot \$41.87 – motion Judy, second

Motion – DJ, second – Mike

COMMITTEE REPORTS

Fund Development: The clay shoot is Oct 25. We have 33 registrants already and at least 10 teams. This does not include all filled teams and sponsors. We are looking at a potential record year. Sponsorships were improved this year over last. We can move forward with printing the sponsor posters, trophies were purchased, and prizes/awards received. Mugs for participants were received and will be gifted with a few other things at registration. We already reserved LV Sporting Clays for next year on Oct 16, 2016. A reminder to bring food donations was made.

This year we had approximately 30 sponsors that we will thank in the upcoming ad. This year's sponsorship structure definitely added value and helped us raise more funds but we should look to modify it for next year to catch even larger sponsors. We discussed holding an annual event next year at Eight Oaks or a local winery at the end of the year for sponsors – we will revisit this at the beginning of the year.

Next year's fundraiser dates are as follows: Feb 6 – Flapjack fundraiser, May 28 - 5K, Golf tournament - Aug 12, and Oct 16 – Clay shoot.

There is now an event expense/revenue sheet on DropBox for everyone to use.

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DJ explained an error in allocation of event sponsorship this year. We had the Flapjack Fundraiser before we had all annual sponsorships so we received them afterwards but then allocated them to all events so the Flapjack expense/revenue was off.

The next fund development mtg is November 18.

Alumni: Bingo will be held on the 18th at Lynnport Fire Co. Everyone was reminded that the alumni bingo event is the means for raising funds to donate to NWLEF.

Governance: We will look for a new board member. We discussed working with the district to identify someone to bring in and serve on the board. Eric is going to be reviewing the bylaws and will report back at the next meeting and possibly have a law firm review.

EITC update: Dan emphasized that reporting is becoming increasingly more important and detailed.

He reviewed this year's EITC spending – we spent \$117,493.70 out of \$117,000 as of May but then we received \$33,000 from Neff's (Restricted EITC in August Meeting Minutes). We have therefore only allocated 78% and have to meet the 80% within the allotted EITC timeline.

The Makerspace has been submitted and verbally approved. We are approved as a donor, but participants have not been approved because the state budget is still not approved.

Allocation: Not ready to vote/approve but are considering a 50/50 sharing of allocations and possibly increasing the teacher mini-grant allocations. A vote will come out electronically.

PR Committee:

Clare and Val proposed purchasing plantable bookmarks k-2 for 750 for \$600.00 and pencils for 3-8 – 2,000 for \$350.00, \$1300 for The Press Ad and \$75 for annual business cards. Jane motioned to approve and DJ seconded, motion carried.

Cost for clay shoot mugs = \$238.13. Previous approval was for \$200 so an additional \$38.13 is needed for approval. DJ motioned to approve and Steve seconded, motion carried.

Old Business: We discussed the PA Photo Booth as a sponsor and our need to promote him and add him to the ad.

New Business: NWLEF secured a booth for the homecoming game. We will have a gift basket raffle and 5K shirts for sale \$5/each. The Prange's agreed to host our Holiday potluck/meeting on December 7. A reminder was made about inclement weather and meetings being cancelled.

2016 Event Dates

- Feb. 6 – Flapjack Fundraiser
- May 25 – 5K
- Aug. 12 – Golf Tournament
- Oct 25 – Clay Shoot

Next Meeting Dates

- ✓ Dec 7th – Prange residence, Holiday potluck.

DJ made a motion to adjourn the meeting at 8:28PM, Judy seconded the motion, the motion carried.