

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for August 1, 2016**

DJ called the meeting to order at 7:03 pm and requested any changes to the meeting agenda. No changes were made. Mike motioned to approve the agenda - Meredith seconded. Motion carried.

Members Present: DJ Wolbert, Judy Henry, Jayson Boushell, Steve Feinour, Val Creitz, Meredith Prange, Steve Prange, Mike Kistler

please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: Mike motioned to approve the minutes, Judy seconded. Motion carried.

Communications: DJ shared a letter from Dr. Wright thanking the Foundation.

Report of the Treasurer: Steve reviewed the receipt of several sponsorships including Mertz Signs, LVCEU and Also the receipt of \$1900 benevity.

The treasurer's report in June including sponsorships as income for the events, general donations of \$1,000 and restricted donations from the Alumni Association. In expenses, credit card fees were reported from the PayPal account. Allocations included \$179,701.90 for EITC and \$25,000 to the Makerspace. Net assets were \$104,759.66. We did review the numbers year to year over the 2015-2014 and 2013-2014 school years.

Looking at the 2016-2017 treasurer's report, we reported insurance expenses and credit card fees which left net assets of \$103,128.54.

Confusion regarding the check for approved teacher mini-grants. Speculation that it should have been written already. Steve will check with Dan and confirm the amount then issue the check before the beginning of school.

Jayson motioned to approve, Mike seconded. Motion carried.

Steve said TBL will complete our annual reports and donate the services.

COMMITTEE REPORTS

Fund Development: 14 registrations received as of today for the golf tournament. Jayson reviewed pricing provided from Olde Homestead. Totals for the cost per person seem to be calculated differently. Comparing cost to total per person registration cost, we are not making a significant amount of money for the event. Total donations from Old Homestead equal approximately \$2500. Moving forward we need to evaluate the ideal situation of registration cost vs number of participants and find the sweet spot. There are opportunities for savings in the future and capturing more sponsorships. We can also increase marketing for the event in comparison to the other events, we do the least amount of marketing for this event. We have a year to brainstorm ideas for making this more financially beneficial.

Val motioned to approve \$50 petty cash for the event, Steve seconded. Motion carried.

Judy motioned to approve that Olde Homestead will now be a silver sponsor and co-title sponsor, Jayson seconded. Motion carried.

Clayshoot registration is open as of today. The green course was expanded and there is now 16 stations and new opportunities for winning at each station. \$300 deposit was needed for LV Sporting Clays. Steve motioned, Jayson seconded. Motion carried.

Pancake breakfast in 2017 will be February 25, 2017.

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Alumni: Mike said the Alumni offered to help with the clay shoot if help is needed. They also suggested if there is any 'leftovers' from our clay shoot that we consider donating to the basket bingo. We agreed that would be shared. The Alumni is very excited about the All Alumni Reunion at Willow Tree Grove. They are hoping for 180 people in November at the event. Mike suggested we consider donating or sponsoring something like the dessert table. We agreed the alumni association will put a flier at the NWLEF table at Night in the Country. November 25 is the basket bingo.

DJ motioned to approve \$200 to donate to the basket bingo, Jayson seconded. Motion carried.

Governance: The last by-laws are from 2009. There is a need to address them. Not to be confused with the Fund Management Policy. We also discussed we have two openings on the board. DJ encouraged everyone to think about our weaknesses as a board and think about whether we know anyone to fill those vacancies.

DJ shared an organizational chart created by Dan to illustrate who is serving on what boards.

Allocation: DJ opened discussion about setting expectations for mini-grant funding given we anticipate a significant increase in funding this year. The board agreed that next meeting we will come with a recommendation. Mike also raised the question of whether we should open the program up to the arts and athletics. We agreed to leave the discussion open and simply to encourage administrators, teachers and program supervisors to ask the question and make a proposal.

PR Committee: Clay shoot insert will be designed within the month. And the ad for the Press will be at the next meeting for review.

EITC update: DJ shared the recent news that the EITC program funding will be increase and this opens up opportunity for more businesses to participate.

Old Business: Annual Sponsor Event: DJ distributed the recent event meeting notes and a proposed list of invitations. Eight Oaks has agreed to waive the event fee and reduce the per person cocktails rate. The estimated budget is approximately \$2,525 at this time.

Current invitee list is 101 and includes sponsors, the board, administrators, teachers and potentially politicians. We do not want more than 100 attendees due to limited capacity of the venue.

Mike motioned to approve a not to exceed budget of \$3,000, Judy seconded. Motion carried.

Save the Dates and preliminary designs for the event were passed around for review. Save the dates will be distributed after the golf tournament and the invites shortly before the clay shoot.

Night in the Country is held on August 20. Tina will not be here. Mike volunteered to help with the set-up around 11am. Mike will send around a sign up genius for the event volunteers for the booth. Jayson suggested we could potentially use the left over 5K shirts at the event. We will make a decision on that soon.

Next Meeting Date October 3

Steve made a motion to adjourn the meeting at 8:30, Judy seconded the motion, the motion carried.