

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for October 3, 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, Tim Lebrecht, Jayson Boushell, Dan Macauly, Steve Feinour, Val Creitz, Meredith Prange, Steve Prange, Mike Kistler

please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: Jayson motioned to approve the minutes, Tim seconded. Motion carried.

Communications: DJ shared a donation by Family Wise received for \$250. DJ attended teacher in-service and reported it was well received. Dan also reported on communications with GivingAssistance which provides a donation to a non-profit of choice. Dan will report back once he researches more.

Education foundation symposium in Harrisburg was shared via email a couple weeks ago. Dan and Meredith are interested and plan to attend on behalf of the foundation.

Report of the Treasurer: Steve reviewed the financial report. The bulk of activity is from the golf tournament. It does show a loss for the event but that is because we allocated annual sponsorships as general income. DJ reminded everyone that each event has its own financial sheet which shows the profitability of the single event. Sporting Clay registrations and sponsorships were reported to the total of \$3,280. There was also a \$25 donation from Mertz signs. Mike handed in approximately \$46 from the Night in the Country event.

General donations of \$4690.41 including \$257.64 from United Way, \$1,900 Benevity, \$1,000 Dellicker Strategies \$62.77 Amazon Smile, FamilyWize \$250, Hunsicker Family \$220 and \$1,000 for NRG Controls.

Expenses of \$200 for the Alumni association and credit card fees of \$161.23. Cash balance is \$96,193.40.

Leann reported the auditors would like a letter for any checks distributed to the school for funding.

Another check for \$1400 for Benevity was received. Bills to pay include the trophy bill of \$69.83.

Motion to reimburse Valerie \$151.77 and Eric \$47 for postage. Motion to reimburse up to \$200 by Jayson and seconded by Mike – motion carried.

Motion to approve the treasurers report Mike motioned – Tim seconded – Motion carried.

COMMITTEE REPORTS

Fund Development: 2017 events are scheduled, breakfast 2/25, 5K 5/27, 8/11 and 10/16.

The golf tournament results were emailed to the foundation. Next year Susan will take on the golf tournament responsibility and we will be reevaluate the event to make it more successful.

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Clay Shoot coming up Oct 16. There are 16 stations this year, extra opportunities to win, more than 40 people registered already – far more than any other year. As of today, with no other registrations or income, we will make over \$6,000 from the event so it will likely be a record year.

All food responsibilities have been filled. Hartman's will be providing hotdogs and they are offering barbecue as well – turkey or beef. Beef was agreed to. We will be serving the main dishes to participants until everyone is served at least once. DJ shared the keychains that were made for the token of appreciation, along with the jerky, and a team picture. There will extra games for extra chances to win on the course. And a two birds with one shot opportunity as well.

Fund development expenses of \$500 maximum anticipated. Mike motioned to approve up to \$500, Tim seconded – motion carried.

Alumni: Basket bingo Oct 30. All alumni reunion in November at Willow Tree Grove, \$45 per person. Mike asked the foundation if they are willing to donate yearbooks for centerpieces to email him.

Governance: Two positions remain open.

Allocation: We need to review and make a recommendation for allocation commitment from our cash balance. A recommendation and vote will be sent via email before the next meeting. Fundraising from fiscal 15'-16' was \$19,464, up about 30% from the year before.

There is also interest in opening the application process early to allow more time to submit applications but more importantly to fund earlier. There were pros and cons raised including the advantage of open enrollment, deadlines and ability to prioritize funding. Discussion to move the application up to early winter instead of spring, and possibility of a second spring process if funding isn't maxed out. LeAnn commented that moving it up in the year from an administrative perspective at the HS level is great but at Elementary/Middle School may be more difficult.

PR Committee: Clay shoot insert was in The Press. The annual report, PPT presentation and the Thank You ad are being designed and will be out for review. A new budget will be presented in December.

EITC update: Dan updated the foundation that the state has not yet approved companies yet. In the past we voted during the October meeting for approvals but we will have to wait.

Old Business: Sponsor appreciation event save the dates were mailed. The invite was sent for review and approval. They will be mailed in the next couple of weeks. The entire board was invited by Dr. Wright, so we will accommodate the number. We will meet at 8 Oaks a few weeks prior to finalize everything. We have some information on catering from Bake Oven Knob and will also get a quote from Chad Miller as well. Cost per person of approximately \$10/person for food potentially and \$15 for 8 Oaks.

Jayson suggested checking with the school districts legal counsel to confirm the board can attend without violating gifting issues.

LeAnn spoke with the teachers about the 3D printer options to gift something to our sponsors in attendance. There are 2 options for tiger paws made of wood by the laser printer funded with the MakerSpace dollars. Perhaps as an ornament.

New Business:

Solution to the DropBox storage issue will be looked at independently by DJ and Val to open up space and then revisited at the next mtg.

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Next Meeting Date December 5 will be a hosted holiday potluck.

Val made a motion to adjourn the meeting at 8:30, Jayson seconded the motion, the motion carried.