

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for December 5, 2016 – New Tripoli Hotel**

Dan called the meeting to order 7:15 pm and requested any changes to the meeting agenda. Tim motioned – Jayson seconded, motion carried.

Members Present: Valerie Creitz, Judy Henry, Tim Lebrecht, DJ Wolbert, Eric Andreus, Steve Prange, Meredith Prange, Jayson Boushell, Dan Macaulay, Mike Kistler, Tina Talago ***please remember to sign in***

Guests Present: Dan Willis

Approval of the Minutes: Judy motioned to approve – Tina seconded, motioned carried.

Communications: Dr. Wright sent a thank you email for the sponsor appreciation event. It was forwarded to all. Also a communication from Jane including a donation. A bill from The Press for the Clayshoot insert and a letter from the state that NWLEF is an approved organization.

COMMITTEE REPORTS

Treasurer: Some continued expenses from the golf tournament and clay shoot to wrap up event expenses. Under general income, Benevity, Amazon Smile and Night in the Country donations. EITC restricted donations from the New Tripoli Bank. PR/Recruiting of \$1,284.77. Credit Card Fees of \$15.70.

Cash balance of \$195,102.49 less committed allocations, for a net asset total of \$115,102.49.

Meredith motion, Tim seconded, the motion carried.

Val requested reimbursement of \$838 for the sponsorship printing and annual report.

Fund Development: Dates for 2017 meetings and events:

- 2017 meeting dates (1/18, 3/15, 5/17, 7/12, 9/13, 11/15)
- 2017 event dates (2/25, 5/27, 8/11, 10/15)

2016 summary of events was distributed. Total raised FY \$19,464, calendar year \$20,897. Improvements in sponsorship, expenses and registrations were seen across the board. Registration dollars were up in all events.

Some concerns about the ceiling and saturation of the Flapjack fundraiser as a long term event was raised for future discussion/concern. Other options such as the Harlem Globetrotters and an indoor winter event were raised. Will reconsider for 2018.

Judy shared the event is February 25. Committee should be there at 7:30 to help. Judy requested \$250 petty cash and \$200 for baskets.

DJ suggested \$200 petty cash for all events in 2017 – Mike made the motion – Tina seconded, motion carried. Jayson motioned for \$200 for basket spending, Tim seconded, motion carried.

Governance: Dan is interested in joining the board, he has provided the application to the board. Steve will share the application with the board within the next two months. Dan did share a bit about himself,

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for December 5, 2016 – New Tripoli Hotel**

his family and connection to the district, he did work for The Morning Call but was recently let go. He has been active with sports and coaching within the district as well.

The board will vote before the next meeting online. One more vacancy remains.

Allocations/EITC: DJ requested last meeting that a recommendation for allocations and spending. The committee recommends \$40,000 for future mini-grant and capital spending projects. Mike motioned to approve the 3 spending total – Judy seconded, motion carried.

Dan shared that New Tripoli did provide \$100,000 in EITC spending and we are waiting on the response of four more: Neffs, BB&T, Waste Management and Embassy Bank.

A communication was made that businesses in their second year of the cycle. Businesses in the first year should be expecting notification mid-December.

Dan is hopeful to provide a spending recommendation at the April meeting.

The District does have some ideas for funding but we will look for more formal proposals in the future, then we will recommend them for either capital spending or EITC.

Regarding mini-grants, the district is in favor of opening the program applications for an earlier date. Applications are being accepted. Deadline for submissions is January 16. Announcements in early March.

Some questions or concerns were raised about there being a sufficient amount of communication to teachers/staff about the change. Dan will follow-up with LeAnn to confirm the communications have been sent and continue to be sent. Dan will share the information with Val to update the website.

Dan expressed interest in adding people to the committee.

Alumni: The bingo event in October went very well. Over 100 people in attendance. Also 80+ attended the all-class reunion.

PR: Val presented the PR Budget for 2017. General PR budget of \$3,205 and additional budget allocation for event specific public relations. Noting that \$3,070 of the budget is anticipated to be donated for sponsorship and likely not actually incurred as an expense to the foundation. Mike motioned to approve the budget – Tina seconded, motion carried.

Old Business:

The Annual Report – the only feedback was to add financial details in greater detail in the New Year.

Sponsor event – the event was a success despite a lack of attendance however we weren't dissatisfied with the turnout. The venue and catering worked out well. Total cost was \$1441 for the event. We have many let over ornaments – Eric raised the question of what to do with the remainder.

DJ echoed the success of the event. Confidence of the commitment by those in attendance to commit again to funding. New Tripoli committed to being the primary sponsor of the golf tournament and someone expressed interest in joining the board. Meyers catering also committed to sponsoring and

Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for December 5, 2016 – New Tripoli Hotel

donated Red Robin gift cards for our use. He looks forward to building the momentum. Dan asked if there was opportunity to send an email and survey those who did and did not attend. Jayson suggested a thank you and boasting email rather than a survey. Meredith suggested combining that email with the annual report and sponsorship inquiry.

DJ requested a date be proposed for the 2017 event at the next board meeting.

New Business:

- 2017 meeting dates (2/6, 4/3, 6/5, 8/7, 10/2, 12/4). Mike made a motion to accept the dates, Jayson seconded, motion carried.
- Sponsor mailing – LeAnn is getting a list of businesses in the industrial park to us. Meredith will help Val get them out in the next couple of weeks. DJ requested we let everyone know when the mailing goes out.
- Jayson shared that Parkland Education Foundation is working with Dove Chocolate – for every \$10 donation, Dove will gift a small box of chocolate to a teacher of choice as an acknowledgement. Something to think of in the future.
- Mike reminded everyone if school is cancelled then the board meeting is also cancelled.

Mike motioned to adjourn, Jayson seconded – motion carried. Meeting adjourned at 8:45.