

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for April 4 2016**

Clare called the meeting to order **7:05** pm and requested any changes to the meeting agenda. Val motioned – Tim seconded, motion carried.

Members Present: Judy Henry, Tim LeBrecht, Dan Macaulay, Eric Andreus, Steve Feniour, Val Creitz, Steve Prange, Susan Kinney
please remember to sign in

Guests Present: Leann Stitzel

Approval of the Minutes: One change noted for the February minutes to change the date. Judy motioned to approve – Tim seconded, motioned carried.

Communications: Four sponsorship thank you letters were circulated for board signatures.

Report of the Treasurer: Steve raised the discussion of soliciting a quote from a new accountant for our annual reporting. The accountant does the financial statement and 9-90, Steve F suggested he had a connection to an accountant we could get a new quote from.

Applebee's breakfast income of \$1,679 was reported and expenses of \$198.88. 5K registrations have begun to roll in reporting \$725 in income. General donations from the United Way and Amazon Smile as well as a benevity. Under restricted donations\$67,000 all EITC monies. \$26.44 is credit card fees through PayPal reported. Lincoln Learning and the Alumni Assoc total \$2,200 in committed allocations and \$160,000 EITC. Net assets of \$105,821.51. Steve motioned to approve, Judy seconded and the motion carried.

Bills for payment \$522.50 for printing, postage \$298.20, supplies \$138.27 and paper \$84.70 and \$109 – total \$1,153.17 Motion made to pay by Steve P, Time seconded and the motion carried.

COMMITTEE REPORTS

Fund Development: Fliers for the 5K have been sent home with all students, The Press inserts will be in this week and they will be running an article. We will have at least one more Foundation email and Pretzel City Sports will be emailing their lists as well. Donation requests have been made and as of today 80 people have registered.

Regarding sponsorships: Letters were sent to approximately 200 businesses including a district list and our previous sponsors. Sue and Meredith will begin follow up calls to those we mailed to, to hopefully close the loop. As a group we reviewed a list of potential sponsors and discussed personal contacts for follow-up. Several sponsorships have been received, many of which are for the 5k

Alumni: They have agreed to a mini grant donation. More to come.

Governance: Potentially two openings before end of year. Eric will bring a list of suggestions for bylaw edits to the next meeting and then ideally find an attorney or law firm to review them. Clare has submitted her intention to resign from the President's position.

Allocations/EITC: Dan shared a report for recommendations for EITC and allocations. Three projects in progress – interactive whiteboards, digital immersion and makerspace project. \$383,000 of available projects to fund and this year the proposal is to purchase remaining 2 whiteboards for the elementary schools for \$6,555.90, smartboards for the high school at approximately

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\$28,000 for 7 boards, grade 4 Chromebooks for \$55,706 (reimbursement) and grade 3 Chromebooks for \$48,444 and funding two makerspaces approximately \$27,000. Total cost of \$165,701.90

Motion to approve \$165,701.90 spending as listed was made by Eric, Judy seconded and the motion carried.

We also discussed allocating some of the EITC funds for administrative expenses so that general dollars of up to \$5,000 can be funded to mini grants so that we can contribute a total of approximately \$15,000 toward mini grants for the year. Motion to approve up to \$5,000 from the general fund was made by Steve P, Sue seconded and the motion carried.

Funding additional Makerspace needs was discussed in length and we discussed the need to make an amendment to the project scope. Also, \$35,000 remains available for potential EITC funding.

PR Committee: Pencils and book marks will be distributed this week and additional pencils will be used for Kindergarten registration

Old Business: Eight Oaks will be the location for the next meeting. Judy continues to collect gift card donations.

New Business: Clare discussed stepping down from the role of President and asked for interested in the role of VP given DJ is interested in stepping into the President's role. Voting is in June.

Kindergarten registration is April 6 and 7 at Weisenberg, approximately 120 kids are registering.

End of year party for sponsors in November. Chad at Eight Oaks suggested Nov 19 which is a Saturday evening for approximately 80 people. Typically open bar \$25/person and \$900 facility fee, add in the cost for Bake Oven Inn of approximately \$25/person for a total of \$50/person. Potential expense \$4000-\$5000

Clare made a motion to approve the November 19 date with DJ's confirmation, Steve seconded and the motion carried.

Eight Oaks also offers barn raising nights on Wednesday's where a portion of proceeds would go to the non-profit organization. NWLEF to discuss this opportunity at a future meeting.

Next Meeting Date: June 6 at Eight Oaks

Steve made a motion to adjourn the meeting at 8:49pm, Tim seconded the motion, the motion carried.