

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for October 2, 2017**

DJ called the meeting to order 7:05 pm and requested any changes to the meeting agenda.

Members Present: Valerie Creitz, DJ Wolbert, Dan Macaulay, Meredith Prange, Steve Prange, Eric Andreus Sue, Kinney

Guests Present: LeAnn Stitzel, Jeremy Schmoyer, Aileen Yadush, Dan Wills

Approval of the Minutes: Sue motioned to approve, Meredith seconded – the motion carried.

DJ introduced Jeremy for a short presentation on the HS STEAM Lab, which the NWLEF funded. Curricular and extra curricula use of the space were reviewed, in addition to a highlight of the equipment that was purchased for the HS STEAM Lab

DJ received a gift card from Kuhnsville car wash, and a few pieces of mail intended for the Alumni Association. Additionally, DJ, sent via email an invite to the artist in residency wrap-up event and encouraged the board to attend if able. Dan also shared a thank you card from a teacher at Weisenberg Elementary whom had received a mini-grant.

COMMITTEE REPORTS

Treasurer: Looking at Aug-Sept, we had income for the golf tournament (\$4,970) and Sporting Clays (\$1,685). Expenses for the events \$5,342.90 for the golf tournament and \$300 for the clay shoot. Donations of \$6,196 include benevity, Amazon smile and the Night in the Country

Committed allocations for the EITC programs of \$108,506.29 leaving the cash balance at \$103,356.29.

DJ also reminded us United Way season is approaching and we will make some additional communications about the ability to elect NWLEF for donations.

Steve had a bill for insurance of \$1,677. Val motioned to pay the bill, DJ seconded – motion carried.

Sue made a motion to accept the treasurer's report, Sue seconded – motion carried.

Allocations/EITC: Dan shared that during the April meeting the wrong number was reported (\$27,330) and a check was issued to the district in that amount. The accurate amount should have been \$23,770. He has since been in contact with the district regarding this because and they will hold the credit for future approved funding. The board agreed that this was a suitable solution.

Total EITC funds received to date totals \$3,000 from Insulation Corporation of America. This is a new EITC partner for the foundation. Still outstanding, project adjustments for the EITC program include new projects and pending projects. Dan heard from them today that they are all under review.

Dan asked the finance committee for a recommendation for this year's funding goal, Steve on behalf of the finance committee recommended \$40,000 of unrestricted funds be allocated and 100% of EITC funds be allocated. The motion to allocate up to \$40,000 in unrestricted funds to the allocations committee by Eric, Sue seconded – the motion carried.

There was some additional discussion about general donations and the desire to understand the average amount received and the amount that this income fluctuates each year. Steve shared that last fiscal year \$142,000 restricted and \$23,000 from everything else (donations and events), from which the board concluded a few thousand was from general donations.

Alumni: No representation present.

Fund Development: Dates for 2017 meetings and events:

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- 2017 meeting dates (11/15)
- 2017 event dates (clay shoot 10/15)

Meredith reviewed the upcoming Clay Shoot on Oct 15. She is going to send around the SignUpGenius for volunteers again as there are still a few needs outstanding. We still need a “gift” idea for the bag. We will continue to email previous participants, run an ad and a Press insert to increase participation. Additionally, we will include the raffle and additional games in promotion materials.

Wing Night is February 24 at Lynnport Fire Company. More details will be coming available soon. Val motioned to approve the date and location for the event, Eric seconded – motion carried.

Governance: We still need two new members.

PR: Val confirmed the domain has been transferred to the appropriate account and she is continuing to finalize hosting. Design of the annual report will begin as soon as possible. We will try to capture quotes from students and teachers, and include a larger financial snapshot. Additionally, we will place a full page color ad in November as we have in previous years to give thanks.

Old Business:

Sponsor appreciation event will be held Thursday, November 16 from 6-8pm, at Eight Oaks. Set up will begin at 5. Myers catering will offer the food at \$10/person, Eight Oaks is again waiving the rental fee and reduced the per person drink fee to \$15/person. We are going to explore an email invitation this year as opposed to print to avoid cost and help in getting the invite to the right people. More details to iron out include ornaments, signage, etc.

Judy continues to investigate the umbrellas, bleach seats, and senior yard signs.

Next meeting Monday, December 4, open to suggestion for our holiday meeting location.

Sue motioned to adjourn, Steve seconded – motion carried. Meeting adjourned at 9:06 pm.