

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for February 6, 2017**

DJ called the meeting to order 7:02 pm and requested any changes to the meeting agenda.

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

Guests Present: LeAnn Stitzel

Approval of the Minutes: Val motioned to approve the minutes – Jayson seconded, motion carried.

Communications: We've received sponsorships but no additional communications.

COMMITTEE REPORTS

Allocations/EITC: Dan distributed a report for allocations. Total money received for EITC to date is \$111,500. We remain hopeful to hear from Embassy Bank and Neff's National Bank.

Project adjustments for the Elementary Makerspace were accepted by the state for funding.

Dan shared House Bill 250 includes an increased funding for the EITC funding program by \$50 million. We also expect to receive a sample brochure and will consider printing at a later time.

Allocations of unrestricted funds of \$40,000 is budgeted including \$15,000 for the teacher mini-grants. Select district teachers/administration asked if we would consider a program proposal for a grant for the artist in residence and author visit program. The board shared in dialogue regarding how such requests are raised and received and then additional conversation regarding our openness to consider said proposal after administration agrees with the proposal.

A quick reminder that the teacher mini-grant program deadline was extended to February 20 and then the board will make recommendations on April 3 regarding the awarded applications.

Dan also shared PPL Sustaining Grants which offers grants for STEM concepts within education. PPL originally shared the program with the district. Dan will pursue more details including deadlines for application.

Treasurer: Looking at Dec-Jan, we had \$250 of income for Sporting Clays and \$325 for the 5K. General donations of \$1400 approximately from United Way which ultimately came from 4 individuals. Steve suggested that we consider thank you letters to the 4 individuals and consider marketing to promote other families/individuals consider NWLEF for United Way programs. Especially in the Fall.

Restricted donations included EITC contributions and \$200 from Lincoln Learning for teacher mini-grants. PR/Recruiting expenses of \$2,069.80 includes printing and the annual ad.

Cash balance for 1/31/2017 is \$208,360.64 and net assets of \$118,960.64.

Judy motion, Steve seconded, the motion carried.

Meredith requested reimbursement of \$359.97 for mailing of the annual report. Jayson motioned, Tina seconded – motion carried.

Fund Development: Dates for 2017 meetings and events:

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

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Judy reviewed the breakfast planned for February 25 and thanked all who did respond to help the day of the event. Judy is working on baskets and raffles. She has received some responses in the form of gift certificates and will utilize the pre-approved \$200 to purchase additional items for the baskets.

Motion to approve the purchase of 3 reams of paper up to \$200 Tim motioned, Steve seconded – motion carried.

DJ mentioned that we are continuing to consider an alternative for the next winter. He did caution us that we can count on the steady income from the flapjack fundraiser but in comparison to the other events we host we are open to consider alternatives.

Jayson reviewed the 5K is moving along. The township asked for our consent to rent out the space for the second half of the day, the foundation agreed. A follow-up to Joe for donation of the shirts will be sent this week.

Governance: Dan Willis has since come back and volunteered to volunteer for the PR committee until further notice. We continue to have 2 vacant positions. The board was urged to think about who they might know, and where we can fill voids, and reach out.

Dan also asked the board how we all felt about criminal background checks or ChildLine clearances for potential board members. LeAnn said she would review what the school has to support this.

PR: Val updated the board that PR/marketing is going well and that within the next 2 months she would have additional inserts ready for review as well as the events updated and ready to launch. Additionally, she will be setting up promo codes for registrations and disseminate them shortly.

Old Business:

Meredith reviewed the sponsorships received to date through the sponsor solicitation are going well. She will begin follow-up calls in February to those not received. The sponsorship file has been updated.

Dan asked how we are handling in-kind sponsorships with regard to the sponsorship values. DJ explained we are honoring in-kind donations as the equal value of the donation as sponsorship.

Jayson motioned that anything is an in-kind donation will determine the sponsorship level related only to marketing opportunities and not related to including tickets or attendance in events, Eric seconded – motion carried.

New Business:

- The Press Inserts – The goal is 1-2 per event for the year. The administration will help by printing them for us.
- Jayson thanked DJ for the work he has done in the transition of the board and the progress we have made in the recent months.

Steve motioned to adjourn, Tim seconded – motion carried. Meeting adjourned at 8:22 pm