

**Northwestern Lehigh Educational Foundation  
Meeting of the Board of Directors  
Minutes for April 3, 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, Jayson Boushell, Dan Macaulay, Tina Talago, Meredith Prange, Steve Prange \*\*\*please remember to sign in\*\*\*

Guests Present: LeAnn Stitzel, Dan Willis

Approval of the Minutes: Judy motioned to approve the minutes – Tim seconded, motion carried.

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

### **COMMITTEE REPORTS**

**Treasurer:** Looking at Feb-Mar, we had income for sponsorships of the golf tournament (\$450) and \$1,096 from the pancake breakfast as well as \$640 for the 5k sponsorships and registrations. An additional \$5,006.25 was collected in the general fun including 3 sponsorships, United Way and Amazon Smile program contributions.

Expenses included accounting, credit card processing fees, and PR/Recruiting expenses for the mailing of the annual report.

Committed allocations for the EITC programs of \$113,200 and \$200 for the mini-grant program.

\$850 was discussed to cover the expense of printing and The Press inserts for the events of 2017 – 1 for the pancake breakfast, and two for each of the other events. Eric motioned, Jayson seconded, the motion carried.

Cash balance for 3/31/2017 is \$244,666.48 and net assets of \$131,266.48.

Jayson motioned to approve the financial report, Tina seconded, the motion carried.

**Allocations/EITC:** Dan distributed a report for allocations. Total money received for EITC to date is \$141,500.

The committee recommended allocating \$107,308.85 - \$37,303.52 for 2<sup>nd</sup> grade Chromebooks, \$40,005 for high school smartboards, \$15,000 for each elementary makerspace and \$10,000 for the virtual reality project.

The minimum that should be distributed is \$113,200. The committee would like to bring a second recommendation for the balance in June rather than allocate all of the funds at this time because there is a project that is still being reviewed.

Meredith motioned to approve the EITC funding recommendations, Valerie seconded, the motion carried.

Dan shared a couple updates including that House Bill 250 was approved to increase the EITC funding and Dan did submit a PPL grant for \$24,830.

The Allocations committee also recommended \$27,330 for teacher mini-grant programs to be funded and \$5,000 for the Author & Artist In Residence program at Northwestern Elementary. Val motioned to approve the recommendations, Tim seconded, the motion carried.

Finally, the committee will recommend funding \$10,000 on or around May 1 to the virtual reality program, in response to the review of the EITC program. The board will expect an email to vote.

DJ acknowledged that with these votes, the NWLEF has funded more than a million to the district.

**Fund Development:** Dates for 2017 meetings and events:

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

Judy reviewed the breakfast results. The basket raffle produced as much income with roughly 50 less people in attendance. With expenses we net \$883.34 from the event. Again we are considering a new event for the winter of 2018.

Jayson confirmed the 5K planning is going well. We have 35 registrations received to date. Val passed around April and May inserts for the event for The Press. Final details will be reviewed at the next fund development meeting. May 12 is the final date for sponsors to be included on the shirts.

**PR:** Val updated the board on The Press inserts for the 5K, clay shoot and golf tournament deadlines. The 5K inserts were circulated for review as well as the proposed back. Some changes were recommended and Val will circulate a new version for review. Val also explained a challenge with accessing the [www.nwlef.org](http://www.nwlef.org) domain with GoDaddy. Steve is going to check his documents to see if he has this information, otherwise Val will pursue transferring the URL with GoDaddy.

**Old Business:**

Meredith shared an update on sponsorships and passed out a report of sponsorships received to date. LeAnn will update the board on the vendors for the high school renovations so that the board can pursue sponsorship from them.

**New Business:**

- Kindergarten registration is being held on April 19 & 20 at NWE. In past years we have had a table, foundation volunteers and some handouts. Val made a motion to participate in some capacity in the event, Jayson seconded, the motion carried. Judy will coordinate coverage and resources/materials.
- 10 years and 1 million dollars for the foundation. On May 17 at the school board meeting we will participate, DJ asked for the board to attend if at all possible. Val will write the press release, and an article to have reviewed in advance, as well as social media assets. DJ reiterated that this is a great opportunity to spread the word about what the foundation does for the district.
- Dan shared that the EITC program does not restrict funds from being used in special education or learning support classrooms, and confirmed the board would be willing to fund and support programs in these classrooms. LeAnn confirmed that will change the scope and need of several programs. Jayson posed the question of how we can document this information from the partnership for the record.
- Night in the County – August 19.

Judy motioned to adjourn, Tim seconded – motion carried. Meeting adjourned at 9:00 pm