

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for December 4, 2017**

DJ called the meeting to order 6:59 pm and requested any changes to the meeting agenda.

Members Present: Valerie Creitz, DJ Wolbert, Dan Macaulay, Meredith Prange, Steve Prange, Jayson Boushell, Judy Henry, Tim Lebrecht, Steve Feinour,

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

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

DJ reviewed some general news and updates and communications including MaryAnn Wrights retirement and Jen Holman as her replacement, and Sue Kinney shared her resignation from the board.

COMMITTEE REPORTS

Treasurer: Looking at Oct-Nov, we had some golf tournament expenses, and the Sporting Clay even income and expenses. Additionally, General Donations (\$338.08), Seipstown Grange donation (\$1,000) and \$100,000 from New Tripoli Bank for EITC. We discussed how to honor/recognize Seipstown Grange as a general donation but not a specific sponsorship level.

Expenses of \$850 for the sponsor event, credit card fees for the Clay Shoot and insurance.

The cash balance was \$207,938.50 ending in October. Net Assets of \$122,788.50 after committed allocations.

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

Allocations/EITC: Dan shared we received \$3,000 from Insulation Corporation, \$10,000 from Waste Management and \$100,000 from New Tripoli Bank. We also received approval or our renewal for EITC participation. Dan reminded us that we need to fund 80% of received EITC money back into EITC approved projects.

Additionally, the virtual reality project and the model based science inquiry in physical science project. Not approved, the lifelong fitness center, and the outdoor learning space for the Middle School. As a board we can still discuss funding these projects outside of the restricted 80% of funds. Dan is proposing that in February we vote on the funding of the projects.

The teacher mini-grant program will launch Wednesday and will close March 2, 2018.

Alumni: No representation present.

Fund Development:

Meredith handed out a Clay Shoot financial review. Although we had less participation we still profited \$6,938.12. We look forward to increasing participation and the profit in 2018.

The board discussed the winter event and in research is realizing the wing night would be cost prohibitive and the location obstacles of not having a fryer. So the suggestion was made to change the menu to sausage sandwiches and perogies.

Meredith motions to approve a menu other than wings and cheesesteaks, Jayson seconded, and the motion carried.

The band provided estimates for the evening with 1-4 people at various rates at a minimum of \$200-\$440. A Night Out for Education. Meredith motioned to approve \$250 for the venue, \$450 for the band, \$200 in petty cash, \$200 in basket purchases and the cost of food, Jayson seconded, and the motion carried.

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Governance: Accepting Sue's recent resignation, we now have three vacancies. The board was encouraged to continue investigating potential recommendations. We also revisited Dan Wills as a potential board member. He has consistently participated this year and we revisited his application. Judy motioned to Approve Dan Wills as a new board member, Steve seconded, and the motion carried. DJ will reach out and welcome Dan to the board.

PR: DJ announced that the foundation has a new website! It had to be rebuilt as a recovery because our last website was lost in the hosting transition. We requested the board review the website for feedback, their bios and headshots, and provide feedback to Val.

Steve motioned to approved \$3,00 for the website cost for 12 months, 8 Press inserts, 1 full page ad, Facebook advertising for the events and sponsorship Jayson seconded and the motion carried.

The 2017 Annual report is out and distributed online and on social media. We confirmed that this year we will not do a mass mailing.

To solicit sponsorship, we will leverage our email lists/Constant Contact and mail as needed to reduce costs.

Old Business:

Sponsor appreciation event was held last month. It was a great event, with relatively the same participation from sponsors. We will continue to do the event, but the board was encouraged to begin thinking about how to get more people participating in the event.

DJ is ordering a couple of bleacher seats as a sample to see how it looks so that we can pursue them as a fundraiser for the 2018-2019 school year.

Judy motioned that DJ could purchase a few bleacher seats, Tim seconded, and the motion carried.

New Business:

2018 dates – confirmed that we will maintain the schedule to meet every other month, but we will continue to ask for opportunity to meet in other locations within the district.

Meredith motioned to adjourn, Val seconded – motion carried. Meeting adjourned at 8:09 pm.