

**Northwestern Lehigh Educational Foundation  
Meeting of the Board of Directors  
Minutes for August 5, 2019**

DJ called the meeting to order 7:22 pm and requested any changes to the meeting agenda.

Members Present: Kristin Grim, Tim Lebrecht, Erin Vermeulen, Steve Prange, Meredith Prange, Eric Andreus, Steve Feinour, Jeff Zellner, Judy Henry, DJ Wolbert

Guests Present: LeAnn Stitzel

Approval of Agenda: Val motioned to approve; Meredith seconded – the motion carried.

Approval of the Minutes: Minutes need to be adjusted to include Steve Feinour. Tina motioned to approve; Judy seconded – the motion carried.

## **COMMUNICATIONS**

DJ received several pieces of mail including sponsorship checks and bills for payment. We also received a grant response we will review later in the Allocations Committee report.

## **COMMITTEE REPORTS**

**Treasurer:** Bill for insurance \$1,034. Eric motioned to approve; Tim seconded – the motion carried.

Val asked for reimbursement of \$220.24. Steve motioned to approve; Meredith seconded – the motion carried.

Steve distributed the Fiscal 18-19 report which included a look back on the last five years. June 2019 was included – event registrations and 5K expenses, senior sign expenses and Press inserts. We also received general donations and a donation from the Alumni Association. The Net assets reported was \$107,399.59.

Based on the financial year-end report the recommendation was made to allocate \$60,000 to the mini-grant program in the 2019-2020 fiscal year. Val motioned to approve; Judy seconded – the motion carried.

The July report was also distributed and included golf and clay shoot registrations, general donations from United Way and Benevity, and sponsorships. Under restricted donations a grant was received from the Lions-Follweiler Foundation. Net assets for July were \$110,873.32.

**Allocations/EITC:** DJ shared the receipt of the Lions-Follweiler grant for \$2,000 for a STEM station as well as the Neffs Bank who contributed \$5,000 through the EITC program and verbally committed to a clay shoot sponsorship. Allocations has a rough draft of the planning document ready and will be presenting that at the upcoming meeting in October.

**Alumni:** No representation present.

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**Fund Development:**

- Golf Tournament will be held this Friday August 9. Steve passed around the tchotchkes – a first aid kit, expandable towel, and a pocketknife. Weather looks perfect. At least 15 teams have signed up as of today. Volunteers should arrive around 7 am.
- The Giving Campaign will kick off on Aug 20 and close on Oct 4. Val is working on a t shirt design. The program this year has much greater potential for fundraising.
- Meredith provided an update on the sponsorship program. She is doing follow-ups with the historical sponsors. As of today, it appears we are ahead of last years sponsorship.
- Stadium chairs and umbrellas are still available and for sale. We will be selling them at Night in the Country, Football games, and on the website. DJ reminded the board to download the PayPal app and login to the NWLEF acct to collect payments at the games.

**Governance:** October will be the annual meeting.

**PR:** Val shared the tablecloth with the board to be used at upcoming events.

**Old Business:**

- Shirts for the board should be available Friday at the Golf Tournament. Val will update everyone as soon as she is sure.
- Planning action items:
  - Technology: Jayson has been testing the software and will report shortly
  - Marketing: The PR Committee distributed the marketing budget for review and consideration, requesting \$10,445 total. Val will email the board the marketing plan and budget for review and request feedback. The intention will be to vote at the meeting in October.
  - Allocations: Nothing new to report.

**New Business:**

- Night in the Country will be held August 17. Erin will send out a Sign Up Genius for volunteers.
- Val recommended to the board that we sell senior signs double-sided for 2020 Seniors at \$25. Val motioned to approve; Eric seconded – motion carried.
- Eric updated the board on the annual sponsor appreciation event will be held on November 21 at Eight Oaks.

Judy motioned to adjourn at 8:49, Erin seconded – motion carried.