

**Northwestern Lehigh Educational Foundation  
Meeting of the Board of Directors  
Minutes for October 1, 2018**

Members Present: DJ Wolbert, Judy Henry, Dan Macaulay, Meredith Prange, Steve Prange, Erin Vermulen, Kristen Grim, Steve Feinour, Tina Talago,

Guests: Mr. Towle, Mr. Dovico

DJ called the meeting to order 7:03 pm and requested any changes to the meeting agenda.

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

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

### **GUESTS**

Mr. Dovico and Mr. Towle spoke about the Lifetime Fitness program which the NWLEF has funded in the past. They updated the board on the addition of a club that runs at least once per cycle that has been able to begin and take use of the space. The group walked down to the lifelong fitness room to see the space and equipment that was funded and discuss the future growth ideas.

### **COMMUNICATIONS**

DJ shared receipt of a few bills, checks, and a holiday card from The Bottom Line.

### **COMMITTEE REPORTS**

**Treasurer:** Steve reported \$300 received from the Golf Tournament – this should complete the tournament numbers. Miscellaneous items and expenses include the stadium seat and umbrellas. Under general donations we received United Way funds, the school district giving campaign funds (\$480), Arthur and Don Anderson (\$500), a match from Aetna, Benevity, and the grange. Under sponsors \$3,000 was received at the annual sponsor event from Insulation Corporation.

Expenses of \$1,603.70 which included the holiday dinner, sponsor event expenses, tax expenses.

Allocations totaled \$15,859.45 – teacher mini-grants (\$5,480). Artist/author (\$5,000) and EITC (\$5,379.45).

The cash balance was \$221,040, less committed allocations for EITC \$83820.55, leaves net assets of \$137,220.04.

DJ requested reimbursement for \$20.15 for pork for the Tigers Tight Out. Tina motioned to approve, Meredith seconded – the motion carried.

**Allocations/EITC:** Dan reported the EITC program.

EITC funds received totals \$124,500 from New Tripoli Bank (\$100,000), Waste Management (\$10,000), Weis (\$1,500), Embassy Bank (\$10,000), and Insulation Corporation of America (\$3,000). Dan remains hopeful Neffs may still be participating as well.

We do have two years to fund 80% of the received EITC funds back into the approved programs.

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Dan shared we have \$50,000 budgeted for allocation of unrestricted funds - \$21,935 toward the lifelong fitness program and \$20k+ for teacher mini-grants.

Two rounds of the teacher mini-grant program have been completed.

- Round 1: The board funded \$9,040 to round 1 projects approved by the
- Round 2: \$4,408 was requested to fund the projects received through the mini-grant program in the 2<sup>nd</sup> round. Dan motioned to approve, Jayson seconded – the motion carried.
- Round 3:
  - 3/8/19: Applications Due
  - 4/1/19: Teacher Notification
  - 4/1/19: Funds to District

**Fund Development:**

- Tiger Night Out – March 23. Doors open at 6, band at 6:30. Pulled Pork and Mac and Cheese, Applesauce and water. Basket raffle and 50/50 as well. Just will need assistance and volunteers during the event, she will send out a sign-up for food and day of help. Recipes will be available for the board to help with the food. Judy requested a \$125 for the final payment for the Fire Company (check to fire company), \$200 for petty cash, \$450 for the band, and up to \$200 for basket purchase. Val motioned to approve \$96, Jayson seconded – motion carried.
- Stadium chairs/umbrellas – DJ received another shipment of chairs. We have been randomly selling them online. Val will share the tiger gear post on social media again shortly.
- 5K – May 25. Jayson shared updated
- Jayson shared that Chick-fil-A will be providing a lunch after the race for all participants. This is new and exciting for the race in 2019. Val will update the pricing and times on the event registration and website. Jayson is requested an approval for postage and paper of up to \$250 to mail to approximately 250 runners. Jayson motioned, Tim seconded – motion carried.
- Senior Signs – Val shared that we are awaiting confirmation
- Giving Campaign – 35 donors, \$2,316 received to date. Val has received the T-shirts to distribute. Teachers can continue to sign up throughout the year and DJ and Dan will promote the program in August at a teacher in service as well.
- DJ distributed the yearly fundraising information missing only the final golf numbers, senior sign numbers and umbrella sales numbers.
- Bear Creek Gives Back will take place on February 27. Evening lift tickets will be discounted at \$25 and \$5 will be given to the foundation on the identified night. Dan suggested handing out lip balm from our table and requested feedback but was not prepared to request funds. Val will reach out to Jeff to work on promotions and flyers with intent to distribute at the school and through the ski club, etc. Bear Creek will be recognized as a sponsor at the level according to funds received on that evening.

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- Sponsorship was discussed by Meredith and Erin. The intention is to follow up on those who have sponsored year over year or in recent years. Val will prepare emails – duplicating the solicitation emails from last year. DJ also suggested that we correspond with Leslie in the admin building to connect their vendor list with ours.
- Kindergarten Registration is March 12 and 13 at NEW, appointments are done by 3pm and begin at about 8am. Judy will send out a sign-up sheet for volunteers.
- Jayson distributed a fundraising timeline which shows the board fundraising focus across the timeline of a year. He will update the document to include the senior signs, night in the country, sponsor event, and kindergarten registration. He will also include the board member names of who is “chair” each. We also discussed the opportunity for a second board member to partner with the existing “chair” and co-chair.

**Governance:** Nothing to report.

**PR:** DJ suggested we add historical annual reports to the website, Val will do this.

Val requested reimbursement for the 1-year website fee of \$127.08. Val motioned for reimbursement, Meredith seconded – motion carried.

**Alumni:** Nothing to report.

**Old Business:**

Jackets for the board members are available for distribution.

The board discussed the shirts for the board members. The board was unanimous that the style cut wasn't much a concern – the color was more of interest. Val will distribute a new email with the colors available in the style we select.

**New Business:**

The annual planning session will be held on 3/2 in the board room from 8-11/lunch. Open forum, nothing structured about the event, come with ideas. The goal will be to take away 3 important and/or actionable items.

Val requested that board members each send her the handouts they prepare and distribute at the meetings to be included in the minutes.

The Education Foundation Summit was held in Easton and DJ and Tim participated. Tim shared that we appeared to have the most fundraising events and that the majority had a large fundraising gala. It appeared that NWLEF was quite different than most in how we distribute funds and raise funds. Multiple were not taking advantage of the EITC programs and many of them had paid staff. There will likely be future meetings and hopefully more of the board can attend in the future. April 24, Chamber of Commerce Philanthropy Fair, was one great take away and we do have an invite from Air Products to attend for free.

Judy motioned to adjourn the meeting at 9:00pm, Erin seconded – motion carried.