

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for June 1, 2020**

Members Present: Jeff Zellner, DJ Wolbert, Tina Talago, Steve Prange, Meredith Prange, Dan Macaulay, Erin Vermeulen, Kristin Grim, Judy Henry, Valerie Creitz, Eric Andreus, Jayson Boushell, LeAnn Stitzel

DJ called the meeting to order 7:05 pm and requested any changes to the meeting agenda.

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

Approval of the Minutes: Judy motioned to approve; Tina seconded – the motion carried.

COMMUNICATIONS

DJ shared a card from Dr. Fries, a music teacher that recently received a funded project. Additionally several checks including senior sign purchases, Benevity and more.

TREASURER: Steve shared the financial report for April through May.

Net fundraising included income for the Virtual 5K, Sporting Clay sponsorship, and miscellaneous income mostly from senior signs. Over \$17,000 was reported for donations including \$15,000 in restricted funds.

Total Income was over \$20,000 and expenses (including marketing and credit cards fees) were \$1,729.58. No allocations were reported and the cash balance for the period was \$100,515.27.

Net Assets of \$88,515.27 includes \$12,000 in EITC committed funds.

COMMITTEE REPORTS

Allocations/EITC: Dan shared that a new EITC project has been proposed to the state for consumer music technology – without the use of musical instruments. We are looking forward to receiving the state feedback on the program.

In April, the board had voted to approve allocations that ultimately were not funded due to the school closure given the district was not able to use or receive the goods funded. The board agreed to revisit funding in August once a clearer picture of what the new school year will look like.

Alumni: No updates. DJ will be reaching out to Charlene for updates.

Fund Development:

- Senior Signs – 99 sold and while we are still awaiting a final invoice, we anticipate the profit to be \$1500-\$1750. The sale was successful and offered a few learning lessons. Val thanked the board for the volunteers who helped to deliver signs.
- 5K – 91 participants registered and while a fee was not required for participation, donations of approximately \$1700 were received. The foundation pulled together 5 incentives/prizes for engaging online which inspired participation and Val thanked board members for helping to pull that together.

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- Sponsorship – Jeff shared that Curran Devers had been assisting with the initiative and they will be meeting with Val to coordinate the relaunch of the campaign within the week. The messaging will change slightly but the belief is that this is ever more important given the current state of public education.

Governance:

- Board Applicant – Curran Devers was present for the board meeting and DJ briefly reviewed the application and reminded the board of the application which was sent. Val motioned to approved Curran as a board member, Judy seconded – motion carried. No objections.
- Board Resignations – Resignations for Tina Talago, Eric Andreus and Dan Willis were received and heard. Kristin shared plaques made for each member resigning. Jayson motioned to approved acceptance of the resignations, Erin seconded – the motion carried.
- Bylaws -

PR:

- Val is coordinating with the Middle School to distribute the magnets at upcoming student pick-up dates. Remaining magnets will be distributed at local businesses for distribution locally given they are specific to this years events dates.
- The graduate edition of the Press will be printed in the month of June. Val also shared that the Press has shared 3 recent stories for the Foundation and acknowledged this relationship growth.
- The committee needs details surrounding the golf tournament to begin promoting that event. Val will reach out to Steve for those details.
- Erin provided an update on the Penn Sports commercials the board previously approved and that our contract would be extended accordingly, and they would begin promoting our events and the Foundation at other events including a NW Football golf tournament this month.

OLD BUSINESS:

- Development Director – DJ provided a comprehensive presentation on the opportunity to hire a Development Director as a part-time employee for the Foundation. Jayson made a motion to move forward with finalizing salary/employment details while simultaneously opening up the job hunt by posting the opportunity, an offer and final vote will be made after our next board meeting in August, Steve seconded – motion carried. No objections.

NEW BUSINESS:

- Administrative Meeting – the directors had a meeting with the administration that went well and most conversation circled around the funding needs. Another meeting will be happening likely before our August meeting.
- Donor Software – Val investigated donor software as part of the process for the Development Director and has shared that with Tim and Jayson. Additionally, DJ will communicate with the other Foundation contacts to get their feedback.

Tim motioned to adjourn at 9:09; Val seconded – the motion carried.