

MEETING MINUTES OF THE BOARD OF DIRECTORS

June 12, 2023 @ 5:30 PM

MEMBERS PRESENT:

Dan Macaulay, Jeff Zellner, Clare Coupe Scott, Jim Warfel, Erin Vermeulen, Amanda Smith, Michelle Kaschak, Kristen Grimm, Leann Stitzel, Jill Krahwinkel, Amy Kinnon, Michael Perinotti, Valerie Kile & DJ Wolbert.

Guests: None

CALL TO ORDER/APPROVAL:

Val called the meeting to order at 5:34 PM and requested any changes to the meeting agenda.

Approval of Agenda: *Clare motioned to approve; Amanda seconded, all in favor--the motion carried.*

Approval of the Minutes: *Erin motioned to approve; Kristen seconded, all in favor--the motion carried.*

ANNOUNCEMENTS/COMMUNICATIONS:

- Announcements include:
 - Trisha MacKenzie (teacher) hosted a retirement party and in lieu of gifts requested donations to the foundation!
 - Will consider a way to offer donations in honor of or memory of for future donations.
- Acknowledgements include:
 - Michelle promoted to Associate at Penn State University
 - Erin received the Administrative of the Year award for Lehigh Carbon Community College
 - Jill accepted a tenure track faculty position at Kutztown for Fall 2023
- Old Business
 - Strategy Session Goals Follow-Up
 - Restructure the committees, each developing their own charter/guide/handbook
 - [Allocations](#)
 - [Marketing](#)
 - [Community](#)
 - [Executive](#)
 - [Finance](#)
 - [Events](#)
- Reevaluate the [DD job description](#) (old) - Ad Hoc Committee - volunteers: Dan, Amanda, Kristen and Jeff. [Proposed new job description for review and approval](#).
 - *Val motioned to approve; Clare seconded, all in favor--the motion carried.*
- Review the [board member responsibilities](#) (old) - Ad Hoc Committee - volunteers: Erin, Clare, Jim, Amanda, and Val. [Proposed new responsibilities for review and approval](#).
 - *Jim motioned to approve; Michelle seconded, all in favor--the motion carried.*
- EOFY Timeline
 - June/July -DD Annual Review, Board Member Self-reviews, Bylaws updates with Lia Snyder
 - August Mtg - Bylaws Review and Approval
 - October - Annual Mtg & Elections

- **New Business**

- Discussion of debit card or credit card option for the foundation. Pros include less for reimbursement and cons include control and security-tasked to the Finance Committee.
- Discussion on the reimbursement of mileage-tasked to the Finance Committee.
- If hosting a committee meeting, can invite all board members for optional attendance.

TREASURER:

- Bills for payment
 - \$149 for photo booth, 3Seed marketing bill \$200 for golf flier reimbursed to Val
 - \$200 donation to school district to Mr. Kline reimbursed to Erin
 - all previously approved expenses, no vote required.
- Financial Summary April-May 2023:
 - Total Income: \$35,872.32 including \$28,803.37 in donations;
 - Total Expenses: \$8,636.73 including \$80,185.00 in allocations;
=Ending Cash Balance \$119,415.22

Financial Summary Fiscal Year Report

Financial Summary Fiscal Year 7/1/2022-6/30/2023												
				Apr-May	FY22-23 YTD	FY22-23 Mar YTD	Change	% Change				
Starting Cash Balance				172,364.63	70,548.08	70,548.08	-					
Income												
	Fund Raising	Golf Tournament	Income	2,540.00	9,515.00	7,415.00	2,100.00	22%				
			Expense		7,850.34	7,850.34	-	0%				
			Net	2,540.00	1,664.66	(435.34)	2,100.00	126%				
		Sporting Clays	Income	600.00	12,063.44	11,023.44	1,040.00	9%		Sponsor- Krysta Hankee		
			Expense	1,074.50	7,419.95	6,345.45	1,074.50	14%		Deposit		
			Net	(474.50)	4,643.49	4,677.99	(34.50)	-1%				
		5K and Fun Run	Income \$	2,108.30	4,411.27	2,302.97	2,108.30	48%		42 racers and same day registrations plus a few small donations		
			Expense	809.74	809.74	-	809.74	100%		Race management 750 + bibs 60		
			Net	1,298.56	3,601.53	2,302.97	1,298.56	36%				
		Cornhole	Income		3,455.19	3,855.19	(400.00)	-12%				
			Expense	541.78	\$1,864.60	1,722.82	141.78	8%		Maintenance/Custodial fees		
			Net	(541.78)	1,590.59	2,132.37	(541.78)	-34%				
		Miscellaneous	Income	765.00	2,665.00	1,900.00	765.00	29%		Senior Signs		
			Expense \$	894.80	3,731.50	2,836.70	894.80	24%		Senior Signs		
			Net	(129.80)	(1,066.50)	(936.70)	(129.80)	12%				
		Total Fund Raising Net		2,692.48	10,433.77	7,741.29	2,692.48	26%				
		General Donations		\$3,273.20	13,487.83	10,214.63	3,273.20	24%				
		Partners		15,530.17	37,560.34	22,030.17	15,530.17	41%				
		Restricted Donations		10,000.00	132,000.00	122,000.00	10,000.00	8%		Embassy Bank		
		Total Donations		28,803.37	183,048.17	154,244.80	28,803.37	16%				
		Grants	Grants	4,300.00	5,600.00	1,300.00	4,300.00	77%				
		Investments	Interest	\$76.47	693.42	616.95	76.47	11%				
		Total Income		35,872.32	199,775.36	163,903.04	35,872.32					

Expenses						-													
Professional Fees			1,295.00	1,295.00		-	0%												
PR/Recruiting		243.68	5,418.72	5,175.04	243.68		4%												
General Administrative		362.53	3,558.87	3,196.34	362.53		10%												
Payroll		\$ 6,605.52	\$38,837.63	\$32,232.11	\$6,605.52		17%												
Insurance			2,858.00	2,858.00		-	0%												
Teacher Appreciation			1,425.00	1,425.00		1,425.00													
Total Expenses			8,636.73	53,393.22	44,756.49	8,636.73	16%												
						-													
Allocations																			
CPR equipment			1,300.00	1,300.00		-	0%												
Teacher Mini Grant			180.00	180.00		-	0%												
Teacher Mini Round 2			15,850.00	15,850.00		-	0%												
Teacher Mini Grants Round 3		15,735.00	15,735.00		15,735.00		100%												
Interactive Whiteboard Replacements		56,950.00	56,950.00		56,950.00		100%												
Weisenberg Artist-in-Residence		5,000.00	5,000.00		5,000.00		100%												
HS Social Emotional Learning		2,500.00	2,500.00		2,500.00		100%												
Total Allocations			80,185.00	97,515.00	17,330.00	80,185.00	82%												
						-													
Cash Balance 5/31/2023			119,415.22	119,415.22	172,364.63	(52,949.41)	-44%												
						-													
Net Assets 5/31/2023			119,415.22	172,364.63	(52,949.41)	-44%													
				\$ 55,094															
Notes	1) EITC Committed allocations equals 80% of EITC funds received minus allocations																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Bank Acct Check At 5/31/2023</th> </tr> </thead> <tbody> <tr> <td>Paypal</td> <td style="text-align: right;">\$3,029.16</td> </tr> <tr> <td>New Tripoli Bank Saving:</td> <td style="text-align: right;">\$107,794.80</td> </tr> <tr> <td>New Tripoli Bank Checki</td> <td style="text-align: right;">\$8,591.26</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$119,415.22</td> </tr> <tr> <td>Difference</td> <td style="text-align: right;">(0.00)</td> </tr> </tbody> </table>							Bank Acct Check At 5/31/2023		Paypal	\$3,029.16	New Tripoli Bank Saving:	\$107,794.80	New Tripoli Bank Checki	\$8,591.26	Total	\$119,415.22	Difference	(0.00)
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COMMITTEE REPORTS:

Allocations:

- Committee Report available [here](#).
 - Highlights include:
 - \$55,094 - Total in payments at June Board Meeting
 - EITC - HS Broadcasting: \$34,700
 - Disc Golf Program: \$4,700
 - EITC - Chromebooks: \$15,694
 - for 23-24 budget requested two separate budgets for general and EITC allocations for better tracking

Finance:

- The 23-24 proposed budget can be found [here](#).
- Committee highlights include:
 - New budget for the COMMUNITY Committee (mostly moving around other expenses from previous years), proposed \$3,250.00 for 23-24 fiscal year
 - \$13,453.00 proposed MARKETING budget for 23-24 fiscal year
 - \$21,793.02 proposed EVENTS budget for 23-24 fiscal year
 - \$11,697.37 proposed FINANCE budget for 23-24 fiscal year
 - **Total proposed expenses \$ 124,151**
 - **Total proposed total income of \$ 219,625 including \$192,000 of donations**

- o **Total proposed allocations \$ 144,975**
 - *The Executive & Finance Committee will review numbers, make adjustments, and send updated proposed budget out to board members for an E-vote by Wednesday 6/21/23.*

Events:

- Committee highlights include:
 - o [Latest Meeting Notes](#)
 - o [Tiger Run & Fun Walk recap](#)
 - [Financials](#)
 - NEW DATE: Sunday May 19, 2024 (intentionally moved before the holiday)
 - o Golf Tournament - Friday August 11th
 - It would be more helpful for board members to recruit a team of 4 than to physically volunteer the day of the event.
 - o [Event Sponsorships](#)

Marketing:

- Committee highlights:
 - o [Latest Meeting Notes](#)
 - o [Tiger Takeovers](#) - Wrapped for this fiscal year, summary document to come along with pitch for next year, next event 7/22 Good Egg & Ridgeview Winery
 - o Community Events - Neffs & [Night in the Country](#), 8/19
 - o Teacher Mini-Grant Program recap and summary shared with school & social media

Executive:

- Committee Report highlights include:
 - o Verbal Resignation from Steve F & new [applicant](#)
 - *Kristen motioned to approve, Clare seconded, all in favor—the motion carried.*
 - o [Annual Calendar](#) & EOFY Calendar
 - o August meeting - Ontelaunee Park
 - o Board Meeting Check Presentation to the school board on 6/21/23
 - o Annual Report - moving to fiscal year, will need to notate that it is not the audited report.
 - o Annual Review of the Development Director will be completed, the review will be sent out to the board by early July for E-vote.

DEVELOPMENT DIRECTOR

- Goal Tracking Update -all board members are encouraged to [visit Bloomerang](#) for tracking progress.
 - o 87% of fundraising goal met
 - o 91% of general donation goal met
 - o 77% of annual partners goal met
 - o 31% of grant goal met
 - o 102% of EITC goal met
- Updates from [Student Ambassador Program](#)
- Update from [Staff Advisory Group](#)

ADJOURNMENT:

Clare motioned to adjourn the meeting @ 7:45 PM, Michelle seconded, all in favor—motion passed.

Next Meeting: August 14, 2023 @ 5:30 PM – Ontelaunee Park ([Potluck](#))