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| ASDF Board Meeting: October 3, 2019 | | | | |
| Minutes | |  |  |  |
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| Meeting called by | Nancy Wilt at 7:40 a.m. | | | |
| Type of meeting | Regular board meeting | | | |
| Note taker | Vicki Newhard | | | |
| Attendees | Nancy Wilt, Josh Dodd, Jane Marks, Dennis Blankowitsch, Ralph Todd, Don Hinkle, Pete Kareha, Charlie Thiel, Angela Nolan, Susan Williams, Vicki Newhard | | | |

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## **Agenda Topics**

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|  | Approval of Minutes | | | nancy wilt | |
| Discussion | | Nancy requested that barring any corrections by board members in attendance, the minutes be approved as submitted. | | | |
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| Motion: Charlie Thiel and Jane Marks. Minutes approved. | | | | | |
| Conclusions | |  | | | |
| Action items | | | Person responsible | | Deadline |
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## EXECUTIVE DIRECTOR’S UPDATE SUSAN WILLIAMS

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| discussion | Susan noted that early morning meetings seem to be difficult for many ASDF board members and suggested we think about doing quarterly dinner meetings. She reminded the group that we have a “3 missed meetings and you’re out” clause. It is difficult to have a quorum when attendance is low. She has some people in mind that she’d like to invite to join the board. | | |
| Approx. 500 annual reports will be mailed out by the end of October, and about 3,000 annual appeal letters will be mailed out by November 15.  Work on the March 21, 2020 High Notes gala officially begins on November 5 when ASDF staff will meet with the theater and music directors from ASD middle and high schools. The theme idea is All in for Allentown. Honorary chairs for this year will be Tony & JoJo Muir and John & Anita Stevens. Susan distributed a “gala cabinet” chart listing people who have agreed to help with different aspects of the gala. Areas marked TBD could use some extra help. Let her know if you are willing to help and if you have anyone to add to our invite and/or sponsor list. Susan asked for feedback on the 2019 gala and comments were as follows: positive experience overall, buffet could be better timed, some people prefer served dinner, we may have outgrown Symphony Hall, and perhaps we can offer a special ticket price for ASD educators. | | | |
| EITC funds are starting to come in. So far, we have received $18,000 total from Vistacom, QNB Bank, PPL, and Morey Nee Buck and Oswald. Close to $20,000 in TIG sponsorships have come in towards our goal of $40,000. We should be hearing back from the Donley Foundation in November.  Susan will try to arrange a Learning Dome visit for ASDF board members in the next few weeks. | | | |
| Discussion |  | | |
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| Action items | | Person responsible | Deadline |
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|  | TREASURER’S REPORT | | | Josh dodd | |
| Discussion | | Josh referred everyone to his agenda brief in the meeting packet. He stated that this is an active time for the Finance Committee with the audit just being completed and the 990 submission coming up next. The FC has three new members: Pete Kareha and Angela Nolarn from the ASDF board and Ryan Wukitsch from Wells Fargo. | | | |
| Josh gave a summary of the audit (attachment B). It was completed two weeks earlier than last year which helps expediate our 990 submission. The audit team was at ASDF for 2 days in July during which they tested several of our journals/transactions. We received an unqualified opinion from the auditors which is the highest level. They made a few recommendations which we will begin (or continue) to implement and pointed out some risk factors that will be addressed.  The FC approved the audit and we are seeking board approval today. Motion: Charlie Thiel and Jane Marks. Approved. | | | | | |
| Josh gave a summary of the August 31, 2019 financials (attachment C) and asked for board approval. Motion: Don Hinkle and Angela Nolan. Approved. | | | | | |
| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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|  | policy updates | | | susan williams | |
| Discussion | | Susan referred everyone to the policy update agenda brief in the meeting packet and the proposed revisions to the Finance Committee Policy (attachment D) and the Investment Committee Policy (attachment E). | | | |
| Motion to approve FC Policy: Jane Marks and Dennis Blankowitsch. Approved. | | | | | |
| Motion to approve IC Policy: Angela Nolan and Ralph Todd. Approved. | | | | | |
| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
| Ask Melissa Resse to post these policies on ASDF website with our other approved policies. | | | Susan/Vicki | | ASAP |
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|  | DREAMS HAPPENING NOW pROJECT AT DIERUFF | | dON hINKLE |
| DISCUSSION | | Fred Schuler is leading the Dreams Happening Now fundraising project to renovate the Dieruff auditorium. He was unable to attend our meeting today, so Don Hinkle gave an overview of the project since he is also helping with it: | |
| The WAHS auditorium was renovated years ago, but Dieruff’s wasn’t. The seats are original and in very bad shape. The cost to replace them with better seats is about $150,000. Fred would also like to incorporate lighting and other improvements into the renovation which would cost about $1,000,000. Approx. $5,000 has been raised to date via a flyer, and ASDF is serving as a conduit for the funds for a 3% conduit fee. Barry Halper will help with grant writing. | | | |
| The campaign will officially kick off at Dieruff’s December 12 winter concert with a reception afterwards. Local dignitaries, corporate representatives, etc. will be invited to attend.  Angela asked if AV is include in the $1,000,000 budget and Don said some audio was already put in and calibrated. Angela offered to help consult on the AV via her company, Vistacom. | | | |

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|  | program impact report | | | vicki newhard | |
| discussion | | Vicki directed everyone to the program impact report in their meeting folders and noted that almost 1,500 students have been impacted by ASDF programs in the first month of the school year. Programs that have started up already include Latin Dance, MS Strings, Allentown Adventure, Visual Arts, and Volunteer Literacy. Susan and Vicki do site visits to see programs in action, and they encourage board members to join them whenever possible (dates/times to be sent out to board when scheduled). | | | |
| 40 former volunteer readers have retuned for the literacy program and more are expected to return in the coming months. New volunteers are also being recruited and trained. Sixteen people attended our first training on 9/26 and we plan to conduct several more trainings this school year. Board members are encouraged to sign up or refer people they know. | | | | | |
| Angela said she has a friend who may be interested in conducting an art residency, and Vicki recommended that she send in her resume and work samples. | | | | | |
| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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Meeting adjourned at 9:08 a.m.