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| ASDF Board Meeting: December 6, 2018 | | | | |
| Minutes | |  |  |  |
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| Meeting called by | Kurt Zwikl at 7:40AM | | | |
| Type of meeting | Regular Board Meeting | | | |
| Note taker | Nancy Wilt | | | |
| Attendees | Sue Williams, Vicki Newhard, Ellen Kern, Ralph Todd, Tonya Harris, John Hughes, Michelle Pessina, Dennis Blankowitch, Jane Marks, Donad Stohl (Lehigh Parkway), Susan Williams, Kurtz Zwikl, Tony Muir, Nancy Wilt, Elizabeth Marcon and Ellen Baker Ghelardi (Baker Foundation) | | | |

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## **Agenda Topics**

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|  | Approval of minutes | | | nancy wilt | |
| Discussion | | Nancy requested that the barring any corrections by board members in attendance, the minutes be approved as submitted. | | | |
| Ellen Kern asked that the minutes from October reflect that while she left the Exec Board, she is still a member of the Rotary Club. Susan asked that the C be added to EITC | | | | | |
| Tony Muir and Elizabeth Marcon made motion to approve minutes with understanding that those corrections will be made.  Motion passed. | | | | | |
| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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## PRESIDENT’S REPORT KURT ZWIKL

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| discussion | Report was actually given prior to the approval of minutes, as we were waiting on a quorum. Kurt presented the annual appeal to board members in which he reminded us that when we agreed to join the board, we were agreeing to support the foundation financially. | | |
| Kurt also gave an update on DHS Learning Dome campaign being spearheaded by Lee Butz. He shared with the board that the Exec Committee approved Lee Butz’ request to use ASDF as a conduit w/o us taking a percentage. | | | |
| Also, HNG sponsorship packets were presented to all members. He is asking each of us to communicate with 2 donors on the list and asked us to identify which individuals and to let the staff know. Susan expounded to say important to share the work to increase the financial impact. | | | |
| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
| Ellen Kern asked for donor history/Jane Marks asked for basic script | | Susan Williams | ASAP |
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|  | Executive Report | | | Susan Williams | |
| *Discussion* | | Susan shared that we have $26,000 in EITC funds to date. Fall Marketing is in full swing. Annual appeal is not yet hitting mailboxes. Susan intends to follow up. Thank you (s) went out to last year’s donors. Susan polled board to see which mailing they have received. | | | |
| HN Gala Agenda: Changing up menu, utilizing the whole venue. Michelle Pessina expressed concern of alcohol around students. Susan shared that a lot of thought went in to the decision. Alcohol will only be served and consumed in the Lyric Room. Students will not be in that area. Susan went over the agenda of show (see handout) Elizabeth Marcon asked if tickets will be sold to dress rehearsal. Susan indicated that they would not. She shared that teachers asked that we not do that this year. Ellen asked about citations. Susan indicated Gala is kick off of 10th year. Nancy suggested citations possibly be presented at the fall recognition breakfast. | | | | | |
| A Capella showcase will be April 13th @ Muhlenberg. Raises close to $2,000 for ASD high school choral groups. | | | | | |
| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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|  | I am a bookshelf recognition | | | susan wiliams | |
| Discussion | | Susan introduced Donald Stohl and Ellen Baker Ghelardi. Donald provided a presentation on the impact this programming has had on the students @ LP Elem. Shared that about 105 books have been written and published. Shared some personal stories and quotes from student authors. Ellen shared why the Baker Foundation decided to fund the program and how she hopes to see the programming expand in to other elementary schools in ASD. | | | |
| Susan thanked them for their support and work with the project and Vicki took a picture to be shared on social media. | | | | | |
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| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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|  | Treasurer’s report | | | Josh Dodd. | |
| Discussion | | Josh directed us to Handout B which was the auditor’s report that was reviewed at the October finance committee meeting. He shared that the foundation received the highest review/recommendation available from an auditor. (Kudos!) The next Finance Committee meeting will be in March where they will focus on streamlining the recommendations of the audit. Josh asked that all board members treat the audit as privileged information. Nancy Wilt and Tony Muir made motion to accept audit. Motion passed | | | |
| Josh reviewed Handout C, the 990 and shared changes in tax law changes that mean that as a non-profits who reimburses parking expenses for staff to the tune of about $2000 for the year will create a tax liability. He indicated that there is some movement to amend this law, but wanted us to be aware that this may be an issue next year at tax time. | | | | | |
| Kurt Z. inquired about including an increase in salary to pay for parking. However, this would ultimately mean that it becomes taxed income. | | | | | |
| Conclusions | |  | | | |
| Josh also shared that stock market has been unstable and our returns were down 6% in October. He reviewed the balance sheet and presented income and expenditures. Ralph Todd and Nancy Wilt made motion to accept treasurer’s report. Motion passed. | | | | | |
| Action items | | | Person responsible | | Deadline |
| Conflict of Interest Form needs review and updated. Will be addressed at a future meeting | | |  | |  |
| 990 on website | | | Susan Williams | |  |

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|  | Planning and programming committee update | | | ralph todd | |
| Discussion | | Ralph reviewed the programming score sheet that has grown out of the score sheet used by former Allocations committee. This is a tool that will help make the programming we support a tangible marketing tool | | | |
| This evaluation worksheet will be used by the committee to verify worthwhile programming moving forward. | | | | | |
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| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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|  | Program impact report | | | vicki newhard | |
| Discussion | | Please see handouts. Vicki presented the impact sheet. 3,779 students have participated in ASDF programs so far this school year. | | | |
| We have 82 classroom reading volunteers. Goal is 100 for the year. | | | | | |
| Vicki indicated TIG proposals have all been reviewed. 38 applications, 20 awardees. STEM and literacy administrators have signed off on the programs submitted and approved. Awardees will be surprised in classroom. | | | | | |
| Discussion | | Tony shared that awardees are being called TIG Fellows, and Susan thanked Dennis B for providing frames for the certificates that will be presented at surprise visits | | | |
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| Action items | | | Person responsible | | Deadline |
| Vicki will add major funders to spreadsheet | | | Vicki | | Feb 2019 |
| Susan asked Vicki to include I am a Bookshelf on spreadsheet | | | Vicki | |  |

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|  | Dieruff Alumi report | | | john hughs | |
| Discussion | | John shared about many Dieruff Alumni outreach activities including Sew What Club creating stockings for soldiers and pillowcases for Ronald McDonald House. He reminded us that they have a newsletter and have really built a community. | | | |
| Bob Sperling was not at meeting, no report for Allen Alumni. Kurt did indicate that they are entertaining idea of class reunions revolving around Dieruff VS Allen football game. | | | | | |
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| Conclusions | |  | | | |
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| Action items | | | Person responsible | | Deadline |
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Information Sharing: Tony thanked Susan and Vicki for all their hard work.

Next meeting 2/7/2019 at 7:30AM

Motion to adjourn Josh Dodd and Nancy Wilt

Meeting adjourned at 9:17AM