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| ASDF Board Meeting: October 4, 2018 |
| Minutes |  |  |  |
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| Meeting called by | Kurt Zwikl at 7:44AM |
| Type of meeting | Regular Board Meeting  |
| Note taker | Nancy Wilt |
| Attendees | Sue Williams, , Michelle Pessina, Dennis Blankowitsch, Jane Marks, Tonya Harris, Ralph Todd, Ellen Kern, Tony Muir, Peter Kareha, Elizabeth Marcon, Vicki Newhard, Marci Martinez Howey, Dan Bosket, John Hughes, Joshua Dodd, Chrissy Hixson, Nancy Wilt |

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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. |
| A motion was made by Tony Muir w/ a 2nd by John Hughes to approve the minutes from the August meeting. So moved |
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| Conclusions |  |
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| Action items | Person responsible | Deadline |
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## By Law Changes Tony Muir

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| discussion | Tony presented to the board the recommended changes to the by laws that would allow committee chairs to be current members or past presidents of the board. He explained that this will allow Dick Button to remain chair of Scholarship Committee and will allow for future flexibility when selecting committee chairs. |
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| Conclusions | Tony asked for a motion, Nancy Wilt 2nd the motion and the board approved the changes to the by-laws |
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| Action items | Person responsible | Deadline |
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|  | Superintendent report | Charlie Thiel for Mr. Parker |
| Discussion | Charlie indicated that due to a conflict, Mr. Parker sent his regrets and asked Charlie to present a report to the board. |
| He indicated that the School Board is looking to make changes that will bring a focus of Board Governance to the district. As such, they are reviewing policies that are over 20 years old. |
| The board is looking to become members of the Urban Board of Education so that ASD can benefit from the cutting edge ideas coming out of this organization. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
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|  | Executive director Report | susan wiliams |
| Discussion | Susan started her report by telling members that she wishes to do a new (or any interested) member orientation after the 12-6-18 board meeting to give them a better understand the nuts and bolts of the foundation. Susan went on to give us a report on the Recognition Breakfast’s success. Well attended, efficient and great first event. |
| High Notes Gala: A little behind schedule due to the planning of the breakfast. Susan needs help: Organizing, Executing and with financial support. Kurt stressed that the board really needs to take a more active role in helping with the gala. Laura Gostley Hackett asked if the job description for the planner had been posted. Susan indicated it had not, but can be dispersed to board members to help find planner. Susan indicated that any names for potential planners be sent to her. Susan also reviewed the new Gala structure, which breaks down all of the components that go in to the planning, so board members can be more hands on. (see handout) Laurie and Ellen Kern are opposed to flipping the dinner and program and suggested we possibly move away from sit down dinner. Will also be utilizing new room for pre-event cocktails. Kurt asked about ASD policy of alcohol and kids. Susan shared that her understanding is that since not on school property, should be ok but will need insurance policy (nominal fee) from ASD. Susan asked for suggestions of community members that could be honorary emcees. |
| TIG: currently $7000 in budget line item. However asked for $20,000 from Donley Foundation. Susan suggested the board consider having a named sponsor. Of responses to grants for TIG, to date only one NO from Stabler. Susan also shared that the I am a Bookshelf is becoming a signature program and was born out of TIG. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
| Check on actual ASD Policy for alcohol & kids at events | Charlie Thiel | Not established |
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|  | Thank you presentation to grant funders | Misc. |
| Discussion | Representatives from Highmark (Latin Dance); Allentown Rotary (School Uniforms) Capitol Blue Cross (Uniforms) PPL (Literacy) Wells Fargo (LCTI Camp) City of Allentown (Allentown Adventure) were on hand to receive thank you recognition for support of the foundation.  |
| Ellen shared with the ASDF board that she will no longer be part of the Allentown Rotary Executive committee, but will remain on the board. |
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| Conclusions |  |
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|  | Treasurers report | josh dodd |
| Discussion | Report as of August 31, 2018. Anonymous donation was a well-timed windfall. Board approved investing 80% and thus only using 20% now. EITC is on hold until verification that the foundation has received approval. Expenses are tracking at 17%, which is exactly where we should be. And, fiscally we are in a strong position to end the first quarter. |
| Laurie Gostley Hackett asked where the Air Products grant is tracked. Is it lumped in with High Notes Gala funds? She is asking that Air Products be visible on the treasurer’s report in the future.  |
| Josh made motion to approve report. Laurie Gostley Hackett 2nd. Motion carried. |
| Conclusions |  |
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|  | Program impact report | vicki newhard |
| Discussion | Please see handout. 5 programs already up and running and impacting 2138 students as of 10/3. Volunteer reading has 10 volunteers through 5 schools. 70 volunteers from last year will be continuing on this year. Goal is to have 100 literacy volunteers this year. |
| Conversations with the 11 principals indicate that they would like program to reach K and 1st gr. Students. Tony Muir asked that the school district do a more proactive push to the principals for awareness of the literacy program.  |
| There will be a new director of Elementary Education. Charlie indicated he would like to meet with Susan Williams and this person. Ralph Todd stressed the need to build relationships with the principals. Susan suggested that perhaps doing training for the program at various schools will help build awareness. |
| Conclusions | Important to make sure right funding/programming is getting to the right school to impact the right students. |
| Josh Dodd suggested having a board member meet with principals each year and take the annual report with them so they understand the mission of the foundation and how it can help them. Susan is concerned about man power, but likes the idea for future action item. |
| Action items | Person responsible | Deadline |
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|  | Alumi reports | john hughs and Bob sperling (in absentia) |
| Discussion | John shared about many outreach activities including swim party for Football team, cook out for the band. He reminded us that they have a newsletter and have really built a community. Sew what club going strong. Andre Reed’s mom continues to provide donation to raffle off. |
| Susan reported on behalf of Bob, who was not in attendance: Harris Directory status: 14,000 updated records and 500 printed books. ASDF will have 10 books and access to online data.  |
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Information Sharing: Pete Kareha shared about his Charity Golf Tournament that honors his father. $ raised goes to a non-profit with a positive mission. Donations are conditional. This year money went to Laughing at my Nightmare (MS Awareness) and LVHN Street Medicine Program which brings health care to the homeless.

Tony Muir wanted to recognize the hard work that went in to chasing grants.

The $116,000 from MLB for baseball field is in the bank.

Next meeting 12/6/18 at 7:30AM

Meeting adjourned at 9:15.