

ASDF Board

MINUTES

APRIL 7, 2016 7:30 AM

MUHLENBURG COLLEGE
SEEGER UNION-ROOM 110
24TH AND CHEW STS
ALLENTOWN, PA 18104

MEETING CALLED BY	President, Dick Button
TYPE OF MEETING	Board of Directors meeting
NOTE TAKER	Vicki Newhard
ATTENDEES	In Person: Dick Button, Jack Clark, Barry Halper, Kelli Holzman, John Hughes, Jane Marks, Marie McConnell, Tony Muir, Michele Pessina, Debora Roberson, Mike Schlossberg, Bob Sperling, John Stevens, David Wildonger, Nancy Wilt, Susan Williams, and Kurt Zwikl By Phone: Dennis Blankowitsch, Elizabeth Marcon, and Marci Martinez

Agenda topics

CALL TO ORDER

DICK BUTTON

DISCUSSION	President Dick Button called the meeting to order at 7:30 a.m. and welcomed all present. Quorum met.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF ANTHONY M. MUIR AS VICE-PRESIDENT

DISCUSSION	Marie made a motion that Anthony (Tony) Muir be VP of the ASDF Board for the balance of the 2015-16 fiscal year, and John S. seconded.	
COUNCLUSIONS	There was no discussion. All voted in favor. Motion approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF NEW BOARD MEMBERS

DISCUSSION	Tony made a motion to approve two new board members: Michele K. Pessina and Nancy A. Wilt, and Barry seconded.		
CONCLUSIONS	After a brief discussion on Michele and Nancy's past and current involvement with the Allentown School District, all voted in favor to approve them as new ASDF board members.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

APPROVAL OF 2/4/16 BOARD MEETING MINUTES

DISCUSSION	Dick made a motion to approve the 2/4/16 board meeting minutes, and Barry seconded. Kurt stated that he was not at the meeting, but is listed as an attendee. Debora stated that Arts Fest is cancelled, but will hopefully take place next year.		
CONCLUSIONS	All voted in favor to approve the minutes with the correction and update mentioned above.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

HIGH NOTES GALA WRAP-UP

DISCUSSION	<p>Dick reported that the 4/2/16 gala was excellent and that about 150 people were involved in making it a success. Everyone applauded Debora's outstanding work as the High Notes committee chair. Dick thanked Bob for his backstage help and for the rehearsal dinner he and his wife prepared for the student performers. Bob stated that the Key Club members were a great help this year as the ROTC had another event ON 4/2. Kira Butz did a great job on the "We Are the Champions" video and it has almost 10,000 views on Facebook and a lot of positive comments. Debora said we will probably change some things for next year's gala such as having more performers from the high schools. DVD's from this year's event will be ready in few days and can be purchased in the ASDF office for \$20 each. The date for High Notes 2017 is March 25.</p> <p>Barry expressed kudos to Sarah and Andrew from Dieruff HS on educating students on the background of their musical, <i>The Producers</i>, and for making it a learning opportunity. John H said the Dieruff alumni newsletter recently had an article on Sarah and how she goes about selecting the plays her students will perform.</p> <p>Susan stated that it's been a pleasure working with Debora and her team on High Notes. She asked board members to remember Sally West in their prayers as she was too ill to attend High Notes this year and had put a lot of work into the event. Thank you flowers were sent to Sally from the Foundation the week of High Notes.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

EXECUTIVE DIRECTOR'S REPORT

SUSAN WILLIAMS

DISCUSSION	<p>Executive Director Susan Williams distributed ASDF pins as a small thank you gift for board members and said she has more for our supporters. She also passed out black and white copies of the 2014-15 annual report that she recently completed and said LCTI will be producing color copies soon. (Please let her know if you notice any errors within the next couple of days.)</p> <p>Susan reminded board members of upcoming ASD/ASDF events and other community events such as the CIS and DaVinci galas. Nancy added that Trexler is having "Bands in the Round" on Saturday, April 9. Tony stated that the Academic Showcase on May 25 requires a lot of board participation.</p> <p>Susan announced that ASDF recently received an award from AAUW and got a lot of exposure in the Morning Call. She passed around the framed certificate we received.</p> <p>Susan gave an update on our EITC funding for the current fiscal year. \$90,000 was forecasted and we have received about 2/3 of that to date. May 15 is the deadline to submit program descriptions for EITC funding and the allocations committee will be involved in the process.</p> <p>Susan said she recently submitted grant requests to PPL (kiln, playgrounds, and Delaware Water Gap project) and The Century Fund (National History Day) and will meet with someone from Crayola soon to discuss their funding priorities.</p> <p>Susan reminded everyone that the next meeting is our annual board retreat on June 2 from 7:30 a.m. to noon. We will be working on our strategic plan and how to take ASDF to the next level. Susan announced that Barry is going off the board in June and asked board members to start thinking about potential replacements.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCE COMMITTEE REPORT

KELLI HOLZMAN

DISCUSSION	<p>Kelli said she will give a finance update at the next board meeting. In the meantime, Susan has provided three revenue reports for the past 4 to 6 week periods. We should net \$50,000 to \$70,000 from High Notes which is less than last year, mainly due to losing a couple of big sponsors. We should be in better shape for High Notes 2017 since Susan will be with us from the beginning as we start working on it.</p> <p>Kelli announced that our Form 990 is posted on the ASDF website and our financial audit was approved.</p> <p>Kelli made a motion to approve the endowment distribution rate as described in her agenda brief, and Jane seconded. There was no discussion. All in favor. Motion approved.</p> <p>Kelli made a motion to approve the transfer of expendable scholarship funds as described in her agenda brief, and Debora seconded. After a short discussion, all voted in favor to approve.</p>	
CONCLUSIONS	Both finance motions approved (see above)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ALLOCATIONS COMMITTEE REPORT

JANE MARKS

DISCUSSION	<p>Jane made a motion that we budget \$5,000 for the Dieruff kiln for 2016-17, and Barry seconded. After a short discussion on why we should fund the kiln vs. the ASD funding it, all voted in favor to approve.</p> <p>Jane made a motion that we divide the \$2,000 in Acapella Fest proceeds that we are receiving from Muhlenberg College between Allen and Dieruff for their choral music programs (\$1,000 for each school). Barry seconded. After a short discussion, all voted in favor to approve.</p>	
CONCLUSIONS	See above.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SCHOLARSHIP COMMITTEE REPORT

DICK BUTTON

DISCUSSION	<p>Dick turned the meeting over to Tony as VP while he made the following scholarship motions:</p> <p>Dick made a motion to transfer scholarship funds as described in his agenda brief, and John S. seconded. After a short discussion, all voted in favor to approve.</p> <p>Dick made a motion to round up endowed scholarships with unused scholarships which would require \$910, and Kelli seconded. After a short discussion, all voted in favor to approve.</p> <p>Dick announced that the Palladino family is still deciding on the details of the Honorable Madaline Palladino Scholarship and that it probably will not be awarded this year. Debora said the family of the female student from Allen with the highest GPA is already anticipating that she will receive this scholarship due to the way it was worded in Judge Palladino's obituary. Dick said he will contact the Palladino family to see if it's possible to award a scholarship this year.</p>	
CONCLUSIONS	See above.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Palladino family about a scholarship for this year.	Dick	ASAP

ADJOURNMENT

DISCUSSION	<p>Dick thanked everyone for attending the meeting and made a motion to adjourn the meeting at approx. 9:00 a.m. Meeting adjourned.</p>