

ASDF Board Meeting
April 13, 2023 via Zoom at 8:00 a.m.

Present: Dr. Julie Ambrose (Executive Director), Vicki Newhard (Administrator), Dan Bosket (President), Tonya Harris (Vice President) Maria Tjeltveit (Secretary), Ibolya Balog (Treasurer), Don Hinkle, Hon. Rashid Santiago, Dr. D'nese Sokolowski, Peter Kareha, Dr. Mark Emerick, Don Wieand, Dr. Ericka M. Sutherland, Angela Nolan, Ralph Todd, Dr. Michael Roth, ASD Chief Academic Officer. Student Rep: Julia Eschner.

Guest: Dick Button, Scholarship Committee Chair

Call to Order

D. Bosket

Dan called the meeting to order at 8:03 a.m. and welcomed everyone.

Approval of February 2, 2023 Minutes (A)

M. Tjeltveit

Motion 1st Ibi 2nd Don **Conclusion: Approved Unanimously**

Approval of Treasurer's Report (B)

I. Balog

Total revenues are at 73% of budget. Annual Appeal exceeded expectation by 50%. Expenses are at 53%.

Motion 1st Erika 2nd Angela **Conclusion: Approved Unanimously**

ASD Update

M. Roth

Dr. Roth is the Chief Academic Officer for the ASD. On behalf of Dr. Birks, he thanked the ASDF for highlighting the students at the Gala. Update: summer program planning in full swing. ASD held a Summit, on March 29; 45 participants, representing 27 organizations that serve children; talked about what summer programs might look like. Summer programs at schools are usually June 26-Aug 3. Programming includes 21st Century, Nina Lowry Grant, and Gear Up running at Shippensburg University, Millersville University, and LCCC. Stronger relationship being made with Lehigh Valley Workforce and Career Link to learn about careers and possibly get paid.

Dan talked about our Student Reps and our ways to keep in touch with students. He would like to meet with Dr. Roth, Dr. Birks, and Ms. Mathison to discuss our Strategic Plan. Julie mentioned that the ASDF wants to have a summer intern. ASDF has applied through Career Link in the past.

Governance Committee (C & D)

R. Santiago

(D) Nominations for Board members and officers: we had a couple of nominees for Vice President position and are in conversations with them. We have one Board Emeritus nominee. There is one Board vacancy and we have two nominees (can increase or decrease board size). Rashid invited people to contact him if we have nominees or are interested ourself.

Dan asked about process of getting Student Reps. Julie said we use the ASD process that they use for the 4 boards that students sit on. We participate in their process.

(C) Creating an Immediate Past President position: At the last Board meeting, the Governance Committee was tasked with creating a description. They created a rough draft. This would be an advisory capacity with no vote unless the Past President still has time on his/her elected board term. This would help with transition to new President. Draft includes proposed change to the bylaws, description of position, and benefits of having the position. We will vote on this at our June meeting.

A general discussion followed about the role of the Immediate Past President as an ambassador and how it would work best in coordination with the current President. The Immediate Past President is a little like the Emeritus Board members but has an established relationship with the incoming President.

Investment Committee (E)

I. Balog

The Investment Committee has met twice with Truist to discuss the draw for scholarships. Due to market losses Committee recommends a modified approach. Legally, any awards should not reduce the original corpus for each endowed account. Ibi thanked Julie for doing work to find out what the original corpus was in each scholarship.

Motion to apply a 4.3% draw to the February 28, 2023 balance on all endowed scholarship funds except the Russel P. Bear which had a balance less than 4.3% or corpus and the four newest endowments which had a balance less than corpus.

- The motion is to apply a 3.7% draw to the Russel P. Bear endowment.

The motion is to fund the James P. Musselman Scholarship and the Richard & Joyce Zimmerman Memorial Scholarship from the **ASDF General Scholarship Fund** in an amount equal to 4.3% of balance on 2/28/23.

The motion is to fund the Reading is Rewarding endowed program at an amount equal to 4.3% of balance on 2/28/23, and the Mrs. Finizzi Teacher Innovation Grant at an amount equal to \$1200 (4% of balance on 2/28/23 and maximum TIG amount) from the **General Fund**.

The motion is to further supplement the nine endowed scholarships with a draw less than \$100 when 4.3% is applied to the balance on 2/28/23 to bring these awards to \$100 using funds from the **General Fund**.

Finally, the motion is to **seek ASDF Board support** of \$1000 to assist with the deficiencies that occurred due to the market losses sustained by the endowment in the scholarship year 2022-2023.

Motion from Committee, 2nd Erika Conclusion: Approved Unanimously

Scholarship Committee (F & G)

D. Button

We have a number of scholarships that we have to supplement to bring them up to \$100 (G). There are 6 scholarships that we have to supplement, and don't have any information on them. We have 3 others that we know a little about and do not want to combine if the families do not want to.

ASD had about \$300,000 in scholarship funds that they passed on to the ASDF years ago, of which these are a few.

Propose co-mingling scholarships 1-9. If co-mingled in the ASDF Memorial Fund, we will do some kind of public acknowledgement that these are being co-mingled. Could award the ASDF Memorial Scholarship once these funds are co-mingled.

Motion: Comingle the funds from endowed scholarships 1-6 and 9 [see attachment G], and include those from 7 and 8 should the families choose that option or not respond, and place the funds in the Endowed "ASDF Memorial Fund 940" managed by Truist for distribution according to the Scholarship Policy.

Motion from Scholarship Committee 2nd Don H. **Conclusion: Approved unanimously**

Strategic Planning Committee (H)

D. Bosket

Dan thanked everyone who has been part of the process. On April 3, Dr. Birks and Ms. Mathison met with Julie, Dan, and Tonya to review the plan. We have been trying to work more closely with the ASD Superintendent and the ASD School Board. We have not had any administration or School Board input on the Strategic Plan so far.

Encouraged the Board to review the Strategic Plan and the Executive Summary and the summary. Give comments to Dan, Tonya, or Julie. The plan is to have one more meeting of Strategic Planning Committee before the June meeting when we will take a vote.

School Board is looking at increasing arts programing and enrichment. So, we need to work with them in making sure we do not duplicate what the ASD is doing.

High Notes Gala Committee

D. Sokolowski

Dan mentioned that we had 6 of the 9 ASD School Board members at the Gala, along with Dr. Birks. The Board thanked D'nese for her leadership and work.

D'nese has received great feedback. We had 215 guests (150 last year) and more ASDF board members. It looks like we are below budgeted expenses. Last year's goal was \$85,000 This year's goal was \$122,000 and looks like we will exceed it. Silent Auction was above budget.

There was a discussion on how donated tickets were distributed.

There was a lot of competition for people's time for other activities that night (for example, the Allentown Art Museum Gala).

Sound and lights were provided by William Allen and did a great job.

Executive Director's Report

J. Ambrose

Mission Moment

Julie shared pictures from the Gala

Polished Accounting Services

Have extended an offer to Polished Accounting Service to replace Lori who gave her resignation notice. Lori has been very generous in staying on until we find her replacement. We will ask Lori to be available when audit is done.

Board Calendar Draft (I)

Julie captured the primary responsibilities of each of the committees, so the Board can see what the yearly flow is and can help ensure things get done and that people considering committee membership

can see what the meeting responsibilities are. Final version will be given at the June meeting. Certain things take place at certain times because of timing of other things. Helpful for public relations and TIG.

Save the Dates (J)

This is time of year when things are very busy so have a list of things that Board members are invited to:

- Holocaust suitcase exhibit.
- Volunteer Center event with Alvin H. Butz Co.
- Science Fair: Board members invited and may be interested in being judges
- Mayfair
- Cultural Fair
- Stamp Art Contest (K-12) recognizing winners at Allentown Art Museum
- TIG Grant reception June 5. We should invite School Board members and administrators
- I am on a Bookshelf at Lehigh Parkway (10th year) and Union Terrace, June 8
- Iron Pigs. Need 4 volunteers and get donations of school supplies We can promote on our social media.
- Student Art Gallery exhibit at Lehigh Valley Health Network, 17th and Chew (will rotate about every 6 months)
- Reading is Rewarding book distribution at Raub Middle School next week

Administrator's Report

V. Newhard

Spring Residency Programs (K)

K shows report of all the spring residencies. 2 oil pastels, and Central Elementary mini-residency with a grant related to stamp art project, El Sistema strings, 2 paper/book arts.

We could not schedule the muralist.

Literacy Volunteer Update

There was no volunteer training in March but hope to have one more before end of school year.

Other items

Julia Eschner reported that Allen High School is experiencing a lot of changes. She is excited to hear about all the things going on through the ASDF. She got great feedback on the Gala from Eli Mercedes. She will be attending Drexel in the fall.

Meeting Adjournment

D. Bosket

Look forward to seeing everyone on June 1st for Board retreat

Motion to adjourn 1st Maria 2nd Rashid **Conclusion:** Meeting adjourned at 9:33 a.m.

A to K are attachments.

Upcoming Committee Meetings:

Public Relations – April 14 @ 9:00 a.m. (Teams)

Executive – May 4 @ 8:00 a.m. (Zoom)

Gala – TBD