

ASDF Board

MINUTES

1 OCTOBER 2015 8:00 AM

Muhlenberg College,
Hoffman House

MEETING CALLED BY	President, Dick Button
TYPE OF MEETING	Board of Directors Meeting
NOTE TAKER	Foundation Administrator, Vicki Newhard
ATTENDEES	Richard Button, Dennis Blankowitsch, Jack Clark, Barry Halper, Kelli Holzman, John Hughes, Tony Muir, Debora Roberson, Dave Wildonger (quorum not met)

Agenda topics

CALL TO ORDER

DICK BUTTON

DISCUSSION	<ol style="list-style-type: none"> 1. President Dick Button called the meeting to order and welcomed all present. 2. Dick said he thought there would be a quorum since only four board members responded that they were unable to attend the meeting. 3. Board members introduced themselves to Vicki Newhard, Foundation Administrator. 4. There was no discussion about the August 3rd meeting minutes since quorum was not met for them to be approved. 	
CONCLUSIONS	Dick will contact all board members to see if they are willing to vote on motions from this meeting online. Tony mentioned that we will need 100% agreement to vote online.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact board members about voting on motions online.	Dick	ASAP
For next meeting, ask board members to respond "yay" or "nay" to indicate if they will attend the meeting (not just "nay").	Vicki	Before 12/3 meeting

ADMINISTRATOR'S REPORT

VICKI NEWHARD

DISCUSSION	<p>Vicki provided the following report in lieu of an Executive Director's report:</p> <ol style="list-style-type: none"> 1. Vicki acknowledged how much she learned about ASDF from Stacey Prohaska throughout the six weeks they worked together. She said she is also grateful for the knowledge she has gained over the past two months by working with Lori Smith (bookkeeper) and the ASDF Directors. 2. Vicki noted that she is working some additional hours to keep ASDF running smoothly in the absence of an Executive Director. Her current hours are M-T-TH-F from 9 a.m. to 3 p.m. and W from 9 a.m. to 1 p.m. (If you call and do not reach her, please leave a message.) 3. Vicki reported that Stacey applied for several grants prior to her last day of work (9/11) including Sugra - \$5,000 for PowerUp, Rider-Pool - \$13,500 for See the Music, Hear the Art, and Donley - \$10,000 for An Allentown Adventure. We received \$1000 from Sugra and are waiting to hear back from the others. 4. Vicki noted that Stacey submitted Lee Butz's Allentown DRIVE report to IronPigs Charities, and that Vicki will be submitting a grant request to IronPigs before the 10/25 deadline. 5. Vicki reported that Teacher Innovation Grant applications were made available to school staff several weeks ago and that Dennis Blankowitsch and Jane Marks promoted the program at the ASD principals' meeting on 9/23. She stated that we are hoping to send ambassadors to all the
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schools to promote TIG, and Barry Halper will discuss this later in the meeting. The application deadline has been extended to 11/6/15. No one has applied to date.		
Barry mentioned that extending the TIG application deadline will not hinder the approval process. The Allocations Committee will still be able to bring its funding recommendations to the December board meeting for approval. John Hughes asked if excellent TIG programs could be replicated and if teachers who received funding in the past could be encouraged to reapply. Barry said he is not aware of any application guidelines that would disallow it.		
CONCLUSIONS		
N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

TREASURER'S REPORT

KELLI HOLZMAN

Kelli provided the following report:		
DISCUSSION	<ol style="list-style-type: none"> 1. Kelli stated that for the 1st quarter of the fiscal year, our income was \$258,029 of which \$235,000 was from Trexler Trust. (\$35,000 is for Science Fair. \$200,000 is for Building 21 and has already been turned over to them.) Other income was for Ramos Playground (\$12,877), High Notes (\$10,000 from Air Products), and a few smaller contributions. Barry asked where the Ramos money came from and Kelli said it was mostly from Asbury Church fundraising. Vicki mentioned that the Ramos PTA also raised some of the money. Kelli pointed out that we just got a letter from Air Products stating that they are giving \$7,500 towards the playground, but we have not yet received the check and it is not reflected on the spreadsheet. 2. Kelli pointed out that the \$1,000 Sutra grant is not reflected on the spreadsheet and that there is still an outstanding balance of \$5,000 from Lehigh Valley Building Trades for their 2015 High Notes sponsorship. We have been having trouble getting this \$5,000 which has already been spent. Dick said he will work on this. 3. Kelli stated that we have more income than expenses right now as most of the 1st quarter expenses were for salaries and taxes. There was also a \$1,500 in-kind donation to Communities in Schools which she put under Public Relations. Dick mentioned that non-profits should not be charging each other this much to attend each other's events, and that it should be "at cost". 4. Kelli reported that at the end of September, we had a cash balance of \$174,191 and an endowment balance of \$368,760. The \$14,272 drop in the endowment is due to a market change. 	
CONCLUSIONS		
The board was unable to approve the Treasurer's report since quorum was not met.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work on getting the \$5,000 owed by Lehigh Valley Building Trades.	Dick (?)	ASAP

EXECUTIVE DIRECTOR JOB SEARCH COMMITTEE

TONY MUIR

DISCUSSION	Tony reported that 33 or 34 applications were received for the Executive Director position and that there was a wide range of applicants ranging from not qualified to highly qualified. The committee will be interviewing the top four candidates on October 5 & 6 at 6 p.m. and 7 p.m. John has prepared a set of questions that will be used during the interviews.
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CONCLUSIONS		
N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

GOVERNANCE COMMITTEE

TONY MUIR

DISCUSSION	<ol style="list-style-type: none"> 1. Tony reported that there are two prospective board members whose names have already passed through the Executive Committee. The person who recommended them met with the Governance Committee, and the candidates will be interviewed within the next few weeks. 2. Tony said there is also a third prospective board member whose name must be passed through the EC. 3. Dick mentioned that a by-law change is needed to state that the Executive Committee can act on behalf on the Board. 	
CONCLUSIONS		
N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Conduct interviews with the two prospective board members.	Governance Committee	ASAP
Submit the third prospective board member's name to the Executive Committee.	Tony	ASAP

FINANCE

KELLI HOLZMAN

DISCUSSION	<p>Kelli discussed the following about the Accounting Policy Manual:</p> <ol style="list-style-type: none"> 1. Kelli reported that the Finance Committee has been working on the manual for a while. Stacey made some edits and it went to the Executive Committee for review. It is now ready to present to the board for approval. 2. Kelli stated that how changes to the policy would be made needs to be reviewed (for example, non-material changes could be made without approval and material changes would need approval.) 3. Barry mentioned that the accounting policy is well-written, and Kelli acknowledged that is based on a document from United Way. Dick said he likes the matrix on what approval is needed for spending at different levels. 	
CONCLUSIONS	The board was unable to approve the Accounting Policy Manual since quorum was not met.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

ALLOCATIONS/PROGRAMMING COMMITTEE

BARRY HALPER

DISCUSSION	<p>Barry provided the following report:</p> <ol style="list-style-type: none"> 1. Barry announced that he is stepping down as committee chair. Dennis Blankowitsch will be taking over as Chair. Jane Marks has agreed to be Co-Chair, but she will first have to join the ASDF Board. Debora said she thought Liz Hutchinson was being considered for Co-Chair. Barry said that she was being considered along with Jane, but it ended up being Jane. 2. Barry presented Eric Moser's Allen Marching Band proposal which was approved by Allocations on 9/21/15 in the amount of \$5,000 for musical instruments and related costs. Tony asked when the band needs the instruments and Barry said NOW. Tony said Allen should not have to wait until after the December board meeting to get their instruments and suggested voting for approval online. Kelli mentioned that \$8,000 was budgeted for Allen's instrumental program and asked if they would get that amount or the \$5,000 requested. Barry said it would be \$5,000 for instruments and related costs as Eric already has the money for additional band expenses. Barry mentioned that one of the Allocations Committee members asked if money is available for Dieruff's band, and he explained to her that they would have to request money if needed. Dennis said it was made very clear at the last ASD principals' meeting that we have funds, but people have to request them. 3. Barry presented Phil Osborne's Future Feasters proposal which was approved by Allocations on 9/21/15 in the amount of \$8,800 for an eight-week video production program in the four middle schools. He explained that Phil is the co-owner of Digital Feast and that he conducted a successful pilot program with 30 students at Raub Middle School last spring without funding from ASDF. Phil would like to expand the program to all four middle schools in spring 2016 for a total of 120 participants. The cost is \$73.33 per student. The program would take place after the PSSA's so that students involved in intervention programs would have the opportunity to participate. Jack stated that this is a great opportunity for lower achieving students to do something artistic. Debora pointed out that Phil would do a pre-program assembly at each school with hundreds of 6th and 7th graders who would then fill out a survey about their interest in video production. Teachers would then select 30 students per school to participate in the eight-week program. Dick stated that this program is good for students but questioned if it could be done at a lower cost. He also pointed out that Future Feasters is a workforce development program and that is not part of our mission. Kelli asked whose property the videos would be, and Debora stated this would be covered by the artwork release form which says the work belongs to the students but could be used by ASD and ASDF. We would have to look into what rights Digital Feast has in regards to the videos. Kelli questioned where the \$8,800 that was requested would come from, and Debora responded that it could come from EITC money since video production is part of the Renaissance Program which is already EITC-approved. 4. Debora asked how we're handling visual and performing arts programs this year since money was already budgeted. Dick stated that some Renaissance Programs were already approved, and teachers need to request funds for visual art programs/residencies. Dick said he had met with Maryann Gross to discuss this. Dave suggested Debora talk to Kristen Kreuger, Executive Director of Instruction to set up the art programs.
CONCLUSIONS	<ol style="list-style-type: none"> 1. Without a quorum, The Board unofficially voted on the Allen Marching Band proposal and all 9 attendees voted in favor of approval in the amount of \$5,000 for musical instruments and related costs. 2. Without a quorum, the Board unofficially voted on the Future Feasters proposal. Eight attendees voted in favor and 1 attendee voted against approval in the amount of \$8,800 for an eight-week video production in the four middle schools. 3. Barry requested that all Board members receive a copy of the Allocations Committee meeting minutes which describe the Allen Marching Band and Digital Feast proposals in detail.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide all Board members with a copy of the Allocations Committee meeting minutes from 9/21/15	Vicki	ASAP
Talk to Kristen about setting up art programs/residencies at the schools.	Debora	ASAP

ADDITIONAL AGENDA BRIEFS

DICK BUTTON

DISCUSSION	Dick presented two additional agenda briefs:	
	<ol style="list-style-type: none"> 1. ASDF Program Manager Job Description: All ASDF funded programs or activities require a program manager. Stacey wrote a Program Manager Job Description and Dick edited it. Part of the description states that the Manager is under the supervision of the Executive Director. There was some discussion that ASD employees would not be under the supervision of the ED. 2. Meeting Times: Dick proposed changing the ASDF board meeting time since 8:00 a.m. is a hectic time at the middle and high schools where meetings would be held. There was some discussion about 8:30 a.m. being too late for some board members and 7:30 a.m. being too early for others (due to workplace/family obligations). 	
CONCLUSIONS	It was suggested that all of the board meetings be held at Muhlenberg College's Hoffman House where the meeting was held today.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Try to reserve Hoffman House for all upcoming board meetings.	Dick	ASAP

OTHER ITEMS

BARRY HALPER AND JOHN HUGHES

DISCUSSION	<ol style="list-style-type: none"> 1. Barry reminded everyone that he sent out a list of Ambassadors to everyone who is currently on the list. Please let Vicki know if you're still interested in being an Ambassador (to one or more ASD schools) so we can see if there are any "holes" to fill in. 2. John reported that Coca-Cola is putting a \$40,000 sign above the Dieruff sign at J. Birney Crum Stadium to indicate that the field is now named after Andre Reed. Dave pointed out that this is part of a 10 year exclusivity agreement with Coca-Cola, and Jack noted that the district is paying to remove the old sign and get ready for the new one. John said Andre will be at the Allen/Dieruff game on November 7 to toss the coin and to have the sign presented. The game starts at 2:00 p.m., and both the Allen and Dieruff alumni associations will have tailgate parties before the game. 	
	CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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