

October 11, 2017

Meeting Minutes

Members present: Steve Brightbill, Rose Cappelli, Linda Cherashore, Marc Ernest, Deb Fell, Dianne Herrin, Debra Maccariella, Laura Melfi, Jen Neill, Vicki Reilly, Deb Sahijwani, Jim Scanlon, John Scully, Drew Stanley, Josh Winter, Ken Witmer

Members absent: Stacey Fuller, Liz Golding, Robin Harkins, Glenn Marshall, Sam Martin, Doug Pacitti, Rob Partridge, Mark Purcell

- A. Call to Order: Marc Ernest called the meeting to order at 7:32 a.m.
- B. Approval of Minutes: It was moved by Ken Witmer and seconded by Laura Melfi to approve the minutes of the September 13, 2017 Board Meeting. The motion carried.
- C. Treasurer's Report: John Scully reviewed the Treasurer's report for the period ending September 30, 2017. The fund balance for this period is \$39,485.35. There were no disbursements made in September. It was moved by Steve Brightbill and seconded by Laura Melfi to accept the treasurer's report as presented. The motion carried.
- D. Approval of the 2017-18 Budget as presented: It was moved by Jim Scanlon and seconded by Steve Brightbill to approve the 2017-18 Budget. The motion carried.
- E. Marc Ernest presented the following slate of officers for 2017-2018:
 - President – Steve Brightbill
 - Vice President – Mark Purcell
 - Secretary – Rose Cappelli
 - Treasurer – John ScullyIt was moved by Vicky Reilly and seconded by Deb Sahijwani to accept the slate of officers as presented. The motion carried.
- F. Jim Scanlon stated that foundation by-laws limit board members to a two term limit. After serving on the board for 6 years, Marc Ernest is stepping down. He was presented with a certificate of appreciation. He thanked the board and congratulated Steve Brightbill as the new president.
- G. Approval of 2017-18 Strategic Plan Report
The Strategic Plan was discussed. The plan was amended to include Laura Melfi on the Financial Committee. Clarification was made regarding the focus of the February and April breakfast events along with a few other minor changes to the plan. It was moved by Jim Scanlon and seconded by Laura Melfi to accept the 2017-18 Strategic Plan as amended. The motion carried.

H. EITC Contact List

A current list of past and current contributors is available to the board on a Google doc. The link will be sent to all board members. Board members are encouraged to reach out to those they know and add names as well.

I. November 9 Social and Fine Art Auction Update

- Vicki Reilly stated that we have \$9,500 in sponsorships to date and thanked Ken Witmer and WCU for their \$1,000 donation.
- She is still looking for some community items for the auction. These should have a value of \$250 or more.
- The board is sponsoring a basket of cheer. Bottles/cash donations/gift cards can be dropped off to Linda Cherashore at Spellman.
- Each board member received a packet of ten tickets to sell. The event is less than a month away and there needs to be a push to reach the 200 ticket sale mark. Tickets can be bought through Eventbrite or by sending a check to Jen Neill and avoiding the Eventbrite fee. Jen will send the board a weekly update of ticket purchased.
- A banner announcing the event is on display on High Street in West Chester. There is an ad on the digital billboard on Rt. 202. The event will be pushed out on Social Media as well. Please share it if you are on Facebook.

J. Additional announcements/discussions

- Jim Scanlon announced that the Spellman Holiday Luncheon and Fundraiser is on December 13 at noon. Board members are invited to attend.
- Marc Ernest asked if the door decorating contest will be continued at the new building. Jim Scanlon to review.
- The mini grant committee will have a final meeting on November 28 at 8 am to discuss allocation of funds. The deadline to submit a mini grant is Oct 31. Jim Scanlon will send a reminder to staff. John Scully reviewed the funding procedure with the group.
- The next board meeting will be held on December 13 at 11 am. Board members may then stay for the luncheon/auction.
- Deb Sahijwani thanked all the volunteers for the October 25 event.

K. Adjournment: It was moved by Steve Brightbill and seconded by Laura Melfi to adjourn. The meeting ended at 8:25 am.

Next Meeting – December 13 @ 11:00 am