

## Pana Community School District #8

### Pana Educational Foundation Committee Minutes

Date: December 18, 2019

Time: 7:04AM

Location: Pana Unit 8 School District Office

Call to Order By: Rebecca Carter-Beeson

Roll Call: Members present were Rebecca Carter-Beeson, Mark Beyers, Mike Cothorn, Josh Ishmael and Al Stupek.

Members Absent: Sarah Burris and Tom Morrell

Superintendent Present: Jason Bauer was present

Visitors: None

#### **Approval of Minutes:**

Ishmael made a motion to approve the minutes from the PEF November 20, 2019 meeting, seconded by Cothorn. All Yes.

#### **Treasurer's Report was not officially given due to Tom Morrell's absence. The accounting list provided by Jennifer Holthaus was used instead.**

1. Regular checking account balance as of December 18, 2019 meeting was \$66,935.33. Total fund balance for PEF as of December 18, 2019 meeting was \$201,301.05.
2. Checks Outstanding
  - a. None to report
3. Checks to be Written
  - a. \$300 to Michael Trexler Accounting for preparation of PEF 2019 Federal Tax Return (informational) Form 990. Original Price was \$550, but Trexlers' provided a courtesy discount of \$250.
    - i. Need to decide if the \$250 discount should be counted as a business sponsorship fee.
4. Stupek made a motion to approve the Treasurer's report. Motion was seconded by Ishmael. All yes.

#### **Old Business**

#### **Committee Reports:**

1. Scholarship –
  - a. Nothing new to report
2. Courtyard –
  - a. Nothing new to report.

3. Mini-Grant —
  - a. Nothing new to report
4. Publicity —
  - a. Difference between “Year-end Appeal Letter and Business Sponsorship Letter was discussed.
    - i. Some businesses are confused
    - ii. Becky will work on making changes to these letters to clear up the confusion.
  - b. Year-end appeal letter has brought in \$1,995 compared to \$1,925 at this time last year.
  - c. Talked about purchasing a full-page color advertisement in the Pana News rather than printing separate newsletters and stuffing them in the paper.
    - i. Cost would be \$375 and an additional \$25 to have it put on the Pana News’ Facebook page.
      1. Pana News would like to trade services in lieu of paying a Business Sponsor Fee.
    - ii. Newsletter did not go out in 2019.
      1. Pana News owes us \$250 for business sponsorship in 2019 since newsletter did not go out.
    - iii. Cost for 2018 for printing and stuffing newsletter was \$502.60.
  - d. Stupek made a motion to take out the full-page advertisement in the Pana News with Facebook inclusion. Motion was seconded by Beyers. All yes.

### **New Business**

Kenna Dudra Saadeh (Rhoda Dudra’s Daughter) has approached the Pana School District about her setting up a scholarship in Rhoda’s name for graduating seniors who are going into the education field. Kenna would like to announce this to Rhoda as a Christmas gift but there are several details to be worked out.

1. Will the PEF be used as a conduit for tax deductible donations?
2. Who will fund the scholarship?
3. What is the amount of the scholarship?
4. Who will administer and decide who receives the scholarship?
  - a. The PEF needs to really think through any deep involvement in these types of scholarships.
5. Josh Ishmael suggested that we look to create a form for people to fill out when they are establishing such scholarships.
6. Becky Carter-Beeson will get more information for the PEF on this.

Donor Board Name Plates need to be ordered.

1. Stupek made a motion to purchase 10 more name plates. Motion was seconded by Cothorn. All yes.
  - a. Price for name plates were not available at meeting time.

Next PEF meeting is set for Wednesday, January 15, 2020 at the Pana CUSD #8 Office.

Motion to adjourn was made by Cothorn and seconded by Beyers. All yes.

Meeting adjourned 7:40 AM.