

Pana Community School District #8

Pana Educational Foundation Committee Minutes  
(Regular Monthly Meeting)

Date: December 17, 2014

Time: 7:08 AM

Location: Pana Unit 8 School District Office

Call To Order By: Rebecca Carter-Beeson

Roll Call: Members present were Rosemary Carlson, Rebecca Carter-Beeson, Jay Dunseth, Dennis Ishmael and Al Stupek.

Members Absent: James Downs and Rhonda Weideman

Superintendent Present: Yes

Visitors: None

**Approval of Minutes:** Ishmael made a motion to approve the minutes from the PEF November 19, 2014 meeting seconded by Dunseth. All Yes.

**Treasurer's Report:** Dr. Lett reported in Jim Downs's absence that the PEF regular checking account balance as of November 30, 2014 was \$26,671.37.

1. Our year-end appeal letter is going well.
2. Niemen Foods made a \$1,000 donation using the PEF as a conduit for 501©3 giving to benefit the Pana High School Band's drum line.
3. Judge Broverman donated \$50,000 using the PEF as a conduit for 501©3 to establish a \$5,000 annual scholarship with criteria to be determined later. We'll need to keep these funds in a separate ledger for accounting purposes. Al Stupek suggested depositing the money into a 5 year CD and reduce annually as needed. Al will check to see if FNB Pana is agreeable to those terms.
4. Dr. Lett will meet with Keri Paschall at the high school to figure out the confusion over the payment of the Max and Zona Sahr nursing scholarship.
5. The \$40,000 CD coming due on 1-23-2015 at FNB Pana will be cashed in and used in accordance with the district's 1 on 1 initiative program.
6. We need to pay \$336.00 to Kirk's Kookies for the cookie trays sent to the schools in recognition of American Education Week this past November.

Ishmael made the motion to approve the Treasurer's report, seconded by Carlson. All Yes.

## **Old Business**

### **Committee Reports:**

1. Scholarship – Nothing new to report.
2. Courtyard – Nothing new to report
3. Mini Grant – Check presentation date is set for Tuesday, February 3, 2015, at the halftime of the boys' varsity basketball game against Vandalia.
4. Publicity –
  - a. Dr. Lett presented a sample layout for our annual newsletter. We still have a little work to do with it. It was decided to have the Pana News print the newsletter for a cost of \$1,350 or \$1,475 depending on the work we can do on our own. We will have 4,600 newsletters printed and will look to have them included as an insert in an edition of the Pana News in order to reach possible out of town donors. It cost us \$882.50 for the insert last year, but mailing would cost us around \$1,528.
  - b. We still need to get an updated PEF Board picture to put in the newsletter.
  - c. Dr. Lett reported that Debby Zueck sent a thank you letter to the PEF for the cookies provided Lincoln School in November

### **New Business:**

Dr. Lett reported that Donor Memorial and Century Club Boards which are hung in the Panther Den at the high school are both full. Some of the features of the current boards are no longer available if we purchase new ones. Dr. Lett will investigate our options.

Next PEF Board meeting is set for Wednesday, January 21, 2015 at 7:00 AM at the Pana CUSD #8 office.

Motion to adjourn was made by Ishmael seconded by Dunseth. All Yes.

Meeting adjourned at 7:55AM.

