

**Minutes
Penn Manor Alumni Association**

November 13, 2012

The Penn Manor Alumni Association met on the above-cited date in the library at Penn Manor High School. Vice President Melissa Ostrowski called the meeting to order at 6:35 p.m. The following members were in attendance: Cindy Rhoades, Frank Geist, Dolores Warfel, Linda Millard, Kimberly Brown, Jan Mindish, Melissa Ostrowski, and Gillian Graham.

The minutes of the September 4, 2012 meeting were approved on a motion by Linda Millard, a second by Cindy Rhoades, and a unanimous voice vote of those in attendance.

By proxy for Judy Duke, Frank Geist gave the treasurer's report. He stated that the association has a balance of \$93,033.33, which includes \$37,500 held in Education Foundation Endowment. Frank reviewed homecoming expenses as well as income generated by our newsletter mailing. The treasurer's report was approved on a motion by Dolores Warfel, a second by Linda Millard, and a unanimous voice vote of those in attendance.

OLD BUSINESS:

Dolores Warfel covered Homecoming 2012 success. We discussed feedback and ideas for next year. Homecoming 2012 attracted more alumni than ever. We distributed over 100 t-shirts. Next year we may want to rethink sizes offered. The PM logo temporary tattoos were a big hit; all were used, so we will need to order more for next year. The weather was too cold for face painting. Raffle prizes were popular; over 100 people signed up for the raffle. PMAA gained about a dozen new members. An important suggestion for next year is to add signs directing people to our tent.

Melissa Ostrowski and Cindy Rhoades provided an update on assisting Dr. Gale with high school student surveys. The surveys are for alumni 18 months post-grad. They will be shared using the website Survey Monkey. Links will be posted on the District site and PMAA site as well as printed in the Chatter. The survey will only cover recent grads in 2013. Eventually it will reach more grads. Right now, PM admins are reviewing the survey questions. PMAA could potentially add a question if we are interested. Melissa will also acquire a database of alumni addresses from 2008 – on. This information was compiled by the company that previously surveyed grads and is available to PMAA.

Frank Geist updated us on plans for Commencement 2013. Graduation has changed dates to Tuesday, June 4, 2013. Alumni from the Class of 1963 will be invited to attend. An alumnus from '63 has a son graduating. We discussed the need for a host of the event.

NEW BUSINESS:

Dolores Warfel led discussion of the Biennial Alumni Banquet. Dolores spoke with Sherlyn Wolf and reserved the cafeteria for April 20, 2013. Dolores will get information regarding menu options. The cost will be approximately \$15. "Music and Theatre" was selected as the theme. The theme includes chorus, band, orchestra, color guard, pit musicians, and theatre students. We began forming a committee: Frank Geist will create a program, Jan Mindish will get information out to alumni, Gillian Graham will work on decorations, and Frank and Cindy Rhoades will handle the seating chart. Information about the banquet will be printed in the February newsletter. Invitations will be mailed, posted online, and provided electronically through email and Facebook. The banquet committee will next meet on January 8, 2013 at 6:30 PM at the high school.

Frank Geist discussed the Distinguished Alumni selection process. He talked about coordinating with Phil Gale and reminded everyone that the cut-off for nominations is November 16, 2012, although we will consider applications received through the first week of December. Melissa Ostrowski will collaborate with Frank to meet with Dr. Gale. We talked about the funding of expenses for plaques, and Frank and Melissa will investigate whether the District Office pays.

Melissa Ostrowski talked about the new transcript process for alumni. She explained that the high school is switching to a contract that will provide transcripts electronically for all grads 2006 and after. A link to the web portal will be posted on the district site. Anyone who graduated prior to 2006 may still obtain their transcripts the old-fashioned way through the high school guidance office. Currently the electronic transcripts will be provided free of charge, but there is the potential for an eventual fee of \$3-\$5.

Dolores Warfel covered the PM Building Rental Contract for the banquet. We will not have to pay custodial fees, but we will need to update the contract as we move further in our plans. We discussed the need for a sound system for the banquet.

The meeting adjourned at 7:35 p.m. on a unanimous voice vote of those in attendance.

The next meeting will be held on Tuesday, April 2, 2013, at 6:30 p.m. in the high school library alumni room.