

**Penn Manor Education Foundation Minutes**  
**Thursday, October 5, 2023**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:49 a.m. in the large group instruction room at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, JoLynn Drexel, Dr. Gale, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Jason Jesberger of Market Street Sports Group and Nicki Nafziger were also present. Becky welcomed our guests, and they provided a presentation about the proposal for PMEF to join in a corporate partnership with Market Street Sports Group. After the presentation and a lengthy discussion, a Mowery/Kline motion to move forward in fact finding of the educational structure with the idea of approving at our next Board meeting. The motion passed unanimously.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Kline/Hess motion 12-0(\*). They will now be sent to those on our list who are not on the Board.

**Finance Committee/Financial Report: Don**

Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. We are at \$3,064,000 total assets for the year. This is a change of \$341,000 over last year. Our total income for the month was \$35,436 and \$65,616 for the year. After our monthly expenses we are at a gain of \$18,406 for the month and \$31,056 for the year. Our investments are at a loss of \$102,326 for the month and a loss of \$83,738 for the year. Our net income is at a loss of \$83,956 for the month and a loss of \$56,542 for the year. A Kline/Warfel motion to approve the September expenditures and the October Finance Report carried 12-0(\*).

**Executive Director's Report: Jan**

-Scholarship update: webinar training, co-chairs to determine what app changes we can make.

Updated contracts will be sent to endowed sponsors. This includes letters sent to three new scholarship donors.

-Status of payroll deduction: 235 donors, totaling \$19,490. Distribution of incentive gifts – week of October 9. All donors will receive a Thank you letter. Donors over \$60 receive the phone charger, over \$80 receive \$10 Copper Hill gift card, and over \$100 will be entered into the raffle for a \$100 gift card. Packets for distribution will be available to pick up Monday morning in PMEF office. Board members distributing gifts will take photos of the teacher with students.

-Maine Endowment: music and theater agreed to split extra funds over the next 4 years at \$4248/year.

**Marketing Committee: Katie/Nicki**

-Social media: dinner photos, distribution of teacher incentive gifts.

-Annual newsletter looks great, thanks to Brian! Send link via Constant Contact (now in use).

-MU Parade, October 14 - Jerissa said that three people will ride in the convertible and many others will walk next to the car handing out sidewalk chalk to children along the parade route. She will be sending out a Sign Up Genius with logistics for the event.

-PM Homecoming Update: There was a tent at the game. Thanks to Katie for donating two raffle baskets: one for the game and one for the alumni mixer. Contact information was gathered from 45 alumni. Many band alumni were present. An alumni mixer took place at Jack's outside tent after the game.

**The Marketing Committee will meet on October 12 at 7:30 a.m. at Copper Hill.**

**Development Committee: Pat/Brad**

-Strong and Healthy fall grant funding: a handout of details was provided.

-EITC update: Scott Stephan will chair.

-Annual Letter Campaign update: Over \$23,877 – Thanks to Kathy Fish for her awesome job!

-Dinner Update (Jerissa): Thank you letters to all sponsors, auction and raffle donors, tax letter to Final Chance auction donors. Many emails of thanks and appreciation were received following the dinner.

-Venture Grant update: applications are due October 13. After administrative review the Venture Grant Committee will read applications prior to meeting to award grants. The meeting will take place on October 25 at 6:00 pm.

-ExtraGive, November 17: alumni outreach – Individual champion pages linked to PMEF page, goal to raise \$23,000 in 2023. Happy Hour will take place at Tobias Frogg. Our registration for the ExtraGive is submitted. Jan is working to update our profile with a new video, cover, and thank you photos.

-Looking for Legacy promotion ideas. Please send them to Pat.

**The Development Committee will meet at 7:30 a.m. on October 26 at Copper Hill.**

**Superintendent's Comments: Dr. Gale**

Dr. Gale shared that Central Manor recently celebrated 10 years of participation in the Edible Classroom program.

The meeting adjourned at 9:36 a.m. after the unanimous passage of a Chismar/Hess motion.

**The next Board meeting will be on Thursday, November 2, 2023 at 7:45 a.m. in the High School Large Instruction Room.**

**(\* Discrepancy in voting numbers vs number in attendance was due to the fact that several voting members had to leave before the voting took place as a result of the length of the presentation/discussion about Market Street Sports Group.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary