

PMEF Board Meeting Minutes
Thursday, July 11th, 2024

In Attendance: Matt Blank, Carole Chismar, Joe Herman, Katie Hess, Stephanie Keck, Pat Kline, Jan Mindish, Don Mowery, Nickole Nafziger, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Scott Stephan, Jerissa Warfel, Brian Wallace

Absent: JoLynn Drexel, Kathy Fish, Becky Spezialetti

Call to Order & President's Comments: Brad

Brad called the meeting of the Penn Manor Education Foundation Board to order at 7:33 a.m. in the large group instruction room at Penn Manor High School.

1. Committee Sign-up:
 - a. Brad asked that everyone indicate their interest in serving and/or leading a committee via a sign-up that was shared during the meeting.
2. Long Range Planning:
 - a. The Executive team is recommending we develop an LRP.
 - b. 1st step maybe engagement with a 3rd party consultant to review where the board stands currently.
 - c. The Executive team is meeting with potential consultants on 7/16.

Approval of Meeting Minutes: The minutes of last month's meeting were unanimously approved after a Pat/Carole motion. They will now be sent to those on our list who are not on the Board.

Finance Committee/Financial Report: Don

1. Don presented the printed report and reviewed the balance sheet, profit and loss previous year comparison and expenditures.
 - a. 3.466 million in total assets, most in any fiscal year end for the foundation.
 - b. Total investment income of \$44,395
 - c. Net income of \$47,601
 - e. Liabilities: largest purchase was ordering of checks
 - f. P&L: main revenue activity came from the golf tournament.
 - g. Matt/Pat motion to approve June expenditures and the June Financial report carried unanimously.
2. 2025 Budget
 - a. After review by the executive committee, changes are suggested to compensation for the Exec Director and Assistant to ensure alignment with the responsibilities of the roles.
 - b. Matt/Jerissa motion to approve changes, pending further discussion at the end of the meeting, when Exec Director and Assistant step out, approved unanimously.
 - c. After further discussion, motion to approve Pat/Nickole, ten in favor, 0 opposed.

Executive Director Report: Jan

1. Scholarship Update:
 - a. Letters were sent to all sponsors thanking them, including student thank you notes.
 - b. The Scholarship Committee met July 1, to review processes and recommend changes. A summary was sent to all. Jan will contact Kaleidoscope to discuss changes. The contract is due to be reviewed on July 20.
 - c. Motion to approve an additional \$800 to Kaleidoscope budget was unanimously approved after a Pat/Scott motion.
 - d. Dianne has been receiving transcripts & cutting checks for multi-year scholarship recipients.
2. Back to School event at Clipper Magazine:
 - a. August 18, starting at noon. PMEF offered to provide transportation. Jan is working with Shultz to confirm

transportation from the high school to the event.

Marketing Committee: Nicki/Katie

1. Social media: July will feature Venture grant projects.
2. Newsletter: stories are due mid-July.
3. Millersville National Night Out:
 - a. Event, August 6th, 6-8 pm. A bookmark coloring activity is planned for the kids.
4. The purchase of a tent for use at events was approved by the marketing committee. Please note, this expense is within budget.
5. Teacher Incentive Gifts:
 - a. Decided on a navy blue t-shirt, PMEF logo on the front, back will say powered by PMEF.
 - b. 150 would be 10.55 per shirt (mid-sept deadline to sign up for payroll deduct, distribute in Oct).
 - c. Please note, these gifts are funded by board members
6. Opening Day: 8/19, PMEF will provide coffee. Time tentatively set for 8:45am.
7. Market Street Sports:
 - a. Reminder that fall program requests need to go through Market Street.
 - b. Concerns with announcements will be brought to Market Street. The Facilities team at the HS are addressing sound system issues.

Marketing Committee will not meet in July

Development: Pat/Brad

1. Strong and Healthy: Dianne
 - a. \$2000 additional funding was included in the 24/25 budget for CTC student costs. Needs are increasing; we may need to look at budget increases going forward.
2. EITC Update: Scott
 - b. Meeting at 7:40 am on 7/22, Prince Street Café in Columbia
3. Annual Letter Campaign: mailing went out July 1. Thanks everyone! Donations have already started coming in.
4. Membership Committee Update: Mary & Reilly
 - a. The committee is looking at the on-boarding and exiting processes.
 - b. Facilities Access and Clearances:
 - PMEF members are visitors, not directly interacting with students, therefore we need to follow visitor policies when entering any schools for PMEF business. PMEF badges will serve as identification.
 - The names of PMEF members were shared with Dr. Gale 7/1. He can then confirm who has building access to the PMEF office.
 - A recommendation was made that we begin using PMEF email addresses starting in September.
 - c. There was discussion around moving board meetings to Manor Middle School
5. Charity Golf Scramble Update: Net over \$11,500
6. Dinner Update: Jerissa
 - a. September 22, 2024. Tickets went live 7/12. They can be purchased on-line or via check. 2025 date – 9/21 tentative.

Development Committee will meet at 7:30 am, July 25, at Jack's Restaurant

Superintendent's Comments: Dr. Gale

1. Transitioning from last school year to new school year. Focusing on processes, tools and systems that we use.
2. The district is moving away from the use of Word Press (blogs and venture grant submission tool). Charlie is looking at another way to handle the venture grant submission process.

3. Administration is looking at venture grants moving away from benefiting one classroom, to being more universal (an entire school or across grade levels across schools.)

The meeting adjourned at 9:27 a.m.

The Next Meeting: Thursday, August 1, 2024, at 7:30 a.m., H.S. Large Group Instruction Room

Respectfully submitted,

Stephanie Keck
Recording Secretary