

PMEF Board Meeting Minutes

Thursday, August 1, 2024

In Attendance: Carole Chismar, JoLynn Drexel, Kathy Fish, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Nickole Nafziger, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Jerissa Warfel, Brian Wallace

Absent: Matt Blank, Phil Gale

Call to Order & President's Comments: Brad

1. Committee membership list will be available on Google Docs.
2. Long range plan status: potential consultants interviewed on July 16. Approval of contract.
 - a. Recommending we engage Deb Rohrer, with an expense not to exceed \$10,000 and volunteer services with Charles Blankenship, in a mentorship role.
 - b. Funding will be covered by an 'overall fund,' for this type of work.
 - c. The goal is to start this work in September.
 - d. Unanimously approved after a Nickole/Becky motion.
3. Membership Committee: Mary and Reilly
 - a. PMEF meeting location/time change. Manor Middle former boardroom, so meetings can continue to start at 7:30 am when school is in session. Unanimously approved after a Carole/Joe motion.
 - b. Consistent use of PMEF email is recommended, to streamlining communications and sharing of Google documents. Unanimously approved after a Jerissa/Pat motion.
 - Nicki sending logo for use in email signatures.
 - c. Pilot Exit Interview: Jan and Carole reviewed with Barb. More information will be shared in future meetings.
 - d. PMEF photo ID badges are being created. If you have not shared your information with Nickole, please do so ASAP.

Approval of Meeting Minutes: Steph

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

Finance Committee/Financial Report: Don

1. Approval of August Treasurer's Report
 - a. Total Assets: \$3,507,816
 - b. Total Restricted Income: \$12,025
 - c. Total Restricted Expenses: \$7,200
 - d. Net Income: \$40,632
 - e. Unanimously approved after a Scott/Pat motion.

Executive Director Report: Jan

1. Scholarship update: Met with contact at Kaleidoscope to discuss recommended changes. Contract paid.
 - a. The new process will be streamlined based on categories. There was no increase in the cost.
2. Back to School event at Clipper Magazine, August 18, starting at noon. PMEF worked with Shultz to coordinate transportation.

3. ExtraGive 2024: November 22. Focus on increasing the number of donors & total donations and outreach to alumni. Happy Hour Event, tentatively at Bert & the Elephant.
 - a. Last year: 140 participants and \$20,000. Target for this year: 200 participants and \$25,000.

Marketing Committee: Nickole/Katie

1. Social media: August will promote Night Out, Back to School events, and Opening Day
2. Newsletter being prepared for printer. Thanks to Brian and all contributors.
3. Millersville National Night Out event, August 6, 6-8 pm. PMEF Bookmark coloring activity. Tent purchased.
4. Teacher Incentive gifts: PMEF T-shirt, navy with PMEF logo & Powered by PMEF.
5. Opening Day, August 19: PMEF will provide coffee.

Marketing Committee will meet at 7:30 am, August 8, at Jack's Restaurant

Development: Pat

1. EITC: Scott
 - a. EITC donor list will be shared by Scott for review.
2. Annual Letter Campaign
 - a. So far \$13,187 has been received.
3. Dinner Update: Jerissa
 - a. September 22, 2024, planning is going well.
 - b. Unanimous motion to authorize reserving the location for the next 3 years, after a Katie/Scott motion. (Date - 9/21/25, 9/20/26, 9/19/27).
4. Charity Golf Scramble date saver - June 10, 2025
5. Fundraiser/Event recommendations for this fiscal year
 - a. Reviewed prior events. Unanimously approved after a Pat/Mary motion.
6. Legacy: Pat
 - a. Meeting: 8/22/24, 8:00 a.m. at PMEF Office

Development Committee will meet at 7:30 am, August 15, at Jack's Restaurant

Supplemental Reports:

1. Venture Grants: Becky, Joe, and Carole
 - a. Co-chairs meeting, prior to meeting of the full committee
2. Strong and Healthy: Dianne
 - a. Applications are now available and will be visible on Google docs as they come in.

Superintendent's Comments: Brian

1. Orientation with roughly 29 new teachers starts 8/6.

Motion to adjourn by Scott/Nickole, unanimously approved. The meeting adjourned at 8:27 a.m.

The Next Meeting: Thursday, September 5, 2024, at 7:30 am, Manor Middle School Former Board Room

The Executive Committee will meet following the September Board meeting.

Respectfully submitted,

Stephanie Keck

Recording Secretary