

PMEF Board Meeting Minutes

Thursday, September 5, 2024

In Attendance: Matt Blank, Carole Chismar, JoLynn Drexel, Kathy Fish, Phil Gale, 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: Joe Herman

Call to Order & President's Comments: Brad

- 1) Committee membership list is posted on Google Docs.
- 2) Everyone now has access to PMEF emails. Discontinue use of personal emails for PMEF correspondence.
- 3) Membership committee: By the end of next week all PMEF photo ID badges will be completed.
- 4) Long range plan update: Consultant agreement reviewed by mentor. Will be sent to Deb Rohrer on 9/16.

Approval of Meeting Minutes: Steph

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

Finance Committee/Financial Report: Don

- 1) Approval of August expenditures and September's Treasurer's Report
 - a) Total Assets: \$3,664,876.
 - b) Total Restricted Income: \$56,655.
 - c) Total Restricted Expenses: \$500.
 - d) Net Income: \$120,831
 - e) Unanimously approved after a Pat/Scott motion.

Executive Director Report: Jan

- 1) Scholarship update: the committee is developing 8 career applications & 3 open career applications.
- 2) Status of payroll deduction and staff donations: Brian reported 225 payroll donations, totaling \$1780. Deadline to sign-up is 9/6. Distribution of teacher incentive gifts will occur in October.
- 3) ExtraGive 2024: November 22. Focus on increasing the number of donors. Outreach to alumni. Happy Hour event at Bert & the Elephant, starting at 5PM. PMEF will receive \$1 on each draft & pretzel sale that night.

Marketing Committee: Nicki/Katie

- 1) Social media: September will promote the gala, staff donations, and venture grants.
- 2) Newsletter: Currently at the printer, thanks to Brian and all contributors. Link will be posted to Constant Contact.
- 3) Opening Day follow-up: coffee & pastries were a hit! Thanks, Jerissa.
- 4) PMEF presence at Kick-off Classic: Thanks to Kelly McNeal. The focus was on the Strong and Healthy program.
- 5) Homecoming: 10/11. More to come after the next marketing meeting.
- 6) Market Street Sports contract: approved in 2023 for 3 years. PMEF information is included in all team programs and announced at all sporting events. A motion to continue the contract was approved with 9 yes's and 1 no.

Marketing Committee will meet at 7:30 am, September 12, at Jack's Restaurant

Development: Pat

- 1) EITC Update: Scott shared the EITC donor list. Review the list and reach out to Scott on potential contacts.
- 2) Annual Letter Campaign update: \$16,992 currently received, 141 total donors contributed.
- 3) Venture Grant update:
 - a) A New google form will be available early next week with a completion deadline, for teachers, of 10/15.
 - b) Dr. Gale requested the checks be written to the district, allowing for tax exempt status during the purchase of supplies. This approach also makes it clear that any items purchased are property of the district, not any individual.
- 4) Strong & Healthy Grant update: Meeting Monday, 9/9 to consider current requests. Will consider a similar process, as outlined above, for distribution of funds.
- 5) Dinner update: September 22, 2024. All is coming along.
- 6) Charity Golf Scramble save the date: June 10, 2025
- 7) Legacy update: Scott is setting up a meeting to review how charitable annuity will be handled. Overall things are going well.

Development Committee will meet at 7:30 am, September 19, at Jack's Restaurant

Superintendent's Comments: Phil

- 1) Appreciation expressed for opening day coffee and treats.
- 2) School is off to a great start. 5557 current enrollments. 34 new teachers were introduced into the district.

Motion to adjourn by Pat/JoLynn unanimously approved. The meeting adjourned at 8:32 am.

SUPPLEMENTAL REPORTS:

Audit	Don Mowery	Membership	Mary Rafter/Reilly Noetzel
EITC	Scott Stephan	Nominating	Brad Seiger
Faculty	Carole Chismar	Strong & Healthy	Katie Hess/ Dianne Smith
Legacy	Joe Herman/Claudia Himes	Venture grants	Joe Herman/Becky Spezialetti/Carole Chismar
		Scholarship	Jan Mindish/Dianne Smith/Barb St John

Next Meeting: Thursday, October 3, 2024 at 7:30 am, Manor Board Room

Respectfully submitted,

Stephanie Keck
Recording Secretary