

## **PMEF Board Meeting Minutes for Thursday, October 3, 2024**

**In Attendance:** Matt Blank, Carole Chismar, Phil Gale, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Joe Herman, Nickole Nafziger, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Jerissa Warfel

**Absent:** JoLynn Drexel, Kathy Fish, Reilly Noetzel, Brian Wallace

### **Call to Order & President's Comments: Brad**

- 1) Membership update: PMEF photo ID badges have been completed.
- 2) Long range plan update: Contract signed by the consultant in mid-September. Next steps, work with her to confirm timing of survey and retreat.

### **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 and posted to the Board website.

### **Finance Committee/Financial Report: Don**

- 1) Approval of September expenditures and October Treasurer's Report
  - a) Total Assets: \$3,739,505
  - b) Total Restricted Income: \$69,905
  - c) Total Restricted Expenses: \$9,878
  - d) Net Income: \$73,857
  - e) Unanimously approved after a Becky/Joe motion.

### **Executive Director Report: Jan**

- 1) Scholarship update: committee developing 8 career applications & 3 open career applications.
- 2) Status of payroll deduction and staff donations. 244 donors, \$20,335.
- 3) ExtraGive 2024: November 22. Focus on increasing # of donors. Outreach to alumni. Happy Hour event at Bert & the Elephant, 5 PM-? PMEF will receive \$1 on each draft & pretzel sale.

### **Marketing Committee: Nicki/Katie**

- 1) Social media: October will promote: Homecoming, Trunk or Treat, staff donations, ExtraGive
- 2) Newsletter: will share link with staff and post on Constant Contact
- 3) Teacher Incentive gifts: navy T-shirt with PMEF logo, Powered by PMEF on back.
- 4) Homecoming: Oct 11, tent at game with PMEF merch, get email address for raffle ticket to win basket, promote ExtraGive, gathering at Jack's afterwards

***Marketing Committee will not meet in October***

### **Development: Pat**

- 1) EITC Update: Scott
- 2) Annual Letter Campaign Update: \$19,000+
- 3) Venture Grant: Becky
  - a) Oct 15 deadline, Oct 25- complete Admin review, VG committee review to follow with expected distribution in early November with letter & Powered by PMEF posters
- 4) Strong & Healthy Grants: Dianne
  - a) Meeting with Champions went very well. Discussed literacy as a priority.
  - b) Fall grant funding moved to 2<sup>nd</sup> Friday in September going forward
- 5) Nominating Committee: Brad

- a) 2, possibly 3 spots to fill. Board asked to share potential new members with Brad.
- 6) Dinner Report: Jerissa
  - a) Highest gross revenue ever; net almost \$40k
- 7) Charity Golf Scramble Date Saver: June 10, 2025
- 8) Legacy Update: Good meeting with Lancaster Co. Community Foundation, Charitable Gift Annuities.

***Development Committee will meet at 7:30 am, October 17, at Jack's Restaurant***

**Superintendants Comments: Phil**

- 1) Brief update provided on the great work occurring in the district.

**SUPPLEMENTAL REPORTS:**

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

***Next Meeting: Thursday, November 7, 2024, at 7:30 a.m., Manor Board Room***  
Finance Committee will meet immediately following the November Board meeting

**The meeting adjourned at 8:05am with a unanimous approval after a motion by Scott/Pat.**

Respectfully submitted,

Stephanie Keck  
Recording Secretary

