

## **PMEF Board Meeting Minutes for Thursday, March 6, 2025**

Nominating Committee will meet immediately following the Board meeting

**In Attendance:** Matt Blank, Carole Chismar, Kathy Fish, Phil Gale, Katie Hess, Steph Keck, Jan Mindish, Don Mowery, Nickole Nafziger, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Brian Wallace, Jerissa Warfel

**Absent:** Jolynn Drexel, Joe Herman

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

- Mission and Vision statement

### **Consent Agenda**

**Minutes** of February 7, Board meeting (Steph)

**Development Report** (Pat)

1. Venture Grants (Becky/Carole/Coach): 10 spring grants totaling \$19,200.63 (13 requests submitted, two rejected by admin, one voted down by committee). Grant letters were distributed the week of 2/24. Fiscal YTD: 29 grants totaling \$54,615.63.
2. Alumni & Friends Spirit Night (Steph/Katie): thank you Steph and Katie for a job well done! Many board members, former board members as well as members of our community and business leaders turned out to Tobias & Frogg on 2/26. Over \$2,000 was raised for the PMAA scholarship fund. Debrief at 3/20 Development meeting.
3. Annual Dinner (Jerissa): date saver 9/21/25
4. EITC (Scott): contributions to date—7 partners totaling \$50,300.
5. Nominating (Brad): meeting scheduled after this meeting-of-the-whole to discuss nominees.
6. Letter Campaign: YTD contributions--\$20,917.00

***Development Committee will meet at 7:30 am, March 20, at Jack's Restaurant***

**Marketing Report** (Nicki /Katie)

During the February Marketing meeting the committee discussed and planned the Retiree Breakfast. The committee discussed the focus of social media posts for the remainder of February, March and April. Marketing will not meet in March as there is no new business. The next meeting will be on April 10th.

**Executive Director Report** (Jan)

1. Scholarships: Kaleidoscope application deadline is March 13. 140 apps completed or in progress. With 5 new scholarships, we have 77 different scholarships representing 99 awards totaling over \$125,00. Scholarship Committee to read career apps March 21-April 1, then meet in groups to select recipients by April 4. Plan to read open career apps March 31- April 8, then meet in groups to select recipients by April 14. Names to HS by April 15. Reminder letters to

- annual scholarship donors who haven't sent funds will be sent.
2. Retiree Breakfast: invitations updated (thanks to Steph), printed at Cooper, staff updated, printed & adhered address labels, mailed nearly 400 invites March 3, Will mail to Emeritus & recent board members, distribute to Administration & School Board.
  3. Maine endowment – NYC bus trip for PM Thespians to see *Operation Mincemeat*, on April 2. Cost is \$50/person for 44 students & 12 chaperones. Maine funds (\$4,200) support cost of bus, tip & Broadway show tickets.

**Consent agenda unanimously approved after a Nicky/Pat motion.**

**Finance Committee/Financial Report (Don)**

1. Review of February expenditures and approval of March Treasurer's Report
  - a. Total Assets: \$3,869,582.30
  - b. Total Income: \$17,525
  - c. Total Restricted Expenses: \$9,009
  - d. Net Income: \$-26,705
  - e. Unanimously approved after a Jerissa/Scott motion.

**Discussion items**

**Board terms and Vacant Positions (Don)**

1. A recommendation was made that the Board terms documentation should be updated to include additional information such as dates for the beginning and conclusion of board terms.
2. A proposal was made by Don that Brad remains on the board for one more year and three new board members be brought on, leaving the board with 16 members for one year only.
  - a. Based on the by-laws, the Board can be increased or decreased at board discretion
  - b. Unanimously approved, after a Pat/Scott motion.

**Golf Scramble (Brad)**

1. June 10, 2025
2. Major sponsors, foursomes and raffle prizes are all in progress.

**Legacy (Pat)**

1. E-mail with survey to be sent this month to all who have donated in the past three years.

**Strong & Healthy (Dianne/Katie)**

1. Next meeting to take place in March
2. Based on current requests, the committee anticipates the need to request additional funds. That request will be brought to the next board meeting, with details on the funds requested.

**Request to Increase PMMA Legacy Scholarships**

1. A request was made to increase the PMMA Legacy scholarship from two at \$500 each to two at \$1000.
2. The account is currently at \$7,339, collected from Alumni and Friends events and targeted giving.

3. The request was unanimously approved after a Nicky/Scott motion.

### **General Discussion**

1. Reminder that items should not be shared with individuals outside of the board
2. Strategic Plan (Brad)
  - a. Board vs Operational
    - i. Determines who should be responsible for running the committees
    - ii. A decision was made to re-engage Deb, the Board Consultant, to lead us through further discussion.
  - b. Voting status for non-Board Directors participating in committees (Brad)
    - i. A decision was made to hold for now. Committees will continue to follow current practices for the time being.

### **Superintendants Comment:** Phil

1. Theater performances in full swing.

The meeting concluded at 8:44am, after a Matt/Scott motion.

***Next Meeting: Thursday, April 3, 2025 at 7:30 a.m., Manor Board Room***

Respectfully submitted,  
Stephanie A. Keck  
Recording Secretary

### **Mission and Vision statements:**

Current Mission statement:

PMEF is a nonprofit community-based organization dedicated to providing opportunities for Penn Manor students and securing a better community for everyone.

Suggested Mission statement from Deb based on Retreat input:

PMEF provides educational and community building opportunities to Penn Manor students to secure a better future for everyone.

Suggested Vision statement from Deb based on Retreat input:

PMEF envisions a future in which all students and families have the resources and support they need to succeed.

**Consider changes to our Mission Statement. Submit suggestions to Jan for discussion at April Board meeting.**