

PMEF Board Meeting Minutes

Thursday, April 3, 2025

In Attendance: Carole Chismar, Jolynn Drexel, Kathy Fish, Phil Gale, Katie Hess, Joe Herman, Steph Keck, Jan Mindish, Don Mowery, Mary Rafter, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Brian Wallace, Jerissa Warfel

Absent: Matt Blank, Reilly Noetzel

Guest: Deb Rohrer, Consultant

Call to Order & President's Comments (Brad)

Consent Agenda

Minutes of March 6, Board meeting (Steph)

Development Report (Pat)

1. Venture Grants (Becky, Carole, Joe): fiscal YTD: 29 grants totaling \$54, 615.63
2. Alumni & Friends Spirit Night (Steph/Katie): debrief . . . ideas shared for next year. Going forward, guidelines for tip amount for host staff is recommended to be 10% of money raised, not to exceed \$300. Net amount raised from event: \$1930.28
3. Annual Dinner (Jerissa/Katie): date saver 9/21/25. Solicitation letters to be sent soon. No sponsorship price changes. Gross goal this year is \$60K. Thank you Katie for volunteering to co-chair.
4. EITC (Scott): contributions to date – 7 partners totaling \$50,300. EITC to discuss ways to promote/inform businesses of ways to give (i.e. use of 3rd parties).
5. Scholarship (Jan): discussion under ED remarks. Senior Awards Night- 5/22/25
6. Letter Campaign: YTD contributions - \$20,917.00
7. Legacy (Joe/Claudia): survey sent the week of 3/24/25 to all those who donated in past 3 years.
8. Possible Future Event: Teacher Appreciation Mixer (at the Bunker). Will continue discussion at April Dev meeting.

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

Marketing Report (Katie)

1. Marketing did not meet in March as there was no new business.

Marketing Committee will meet at 7:30 am, April 10, at Jack's Restaurant

Executive Director Report (Jan)

1. Scholarships: 166 Kaleidoscope apps submitted. The Scholarship Committee read career apps and will meet in groups to select recipients on April 4. They will then read open career apps and meet April 9 to select recipients. Names of recipients to HS by April 15.
2. Retiree Breakfast: 50 responses so far, deadline next week. Jerissa reached out to Life Skills class to make paper bouquets for tables. Emily Landis, Class of 1998, will be our alumni guest speaker. She is the new Director of Education & Environmental Strategy for the Little Conestoga Creek Foundation and previously served as Executive Director of The Science Factory for over a decade. Manor Singers will perform for the retirees.

3. Proposed calendar of Board meetings for 2025-26.

Consent agenda unanimously approved after a Katie/Pat motion.

Discussion Items

Finance Committee/Financial Report (Don)

1. Approval of March expenditures and April Treasurer's Report
 - a. Total Assets: \$3,799,417.46
 - b. Total Income: \$37,484.77
 - c. Total Expense: \$3,985.36
 - d. Unanimously approved after a Pat/Scott motion.

Strong and Healthy (Dianne/Katie)

1. Meeting held on 3/24/25
2. Seven grants totaling \$12,743.28 recommended for approval, in addition to \$33,297 in grants requested for the next cycle.
3. A motion to approved \$46,040 was made, Jerissa/Carole approved with a majority vote.

Golf Scramble (Brad)

1. June 10, 2025--major sponsors, foursomes, raffle prizes, on track

Nominating (Brad)

2. Nominating has narrowed recommended list from 15 to 5 (for 4 slots).
3. The committee has confirmed the interest of those 5, collecting resumes and developing a Q&A interview process for candidates. Slate of recommended candidates scheduled for May.

Executive Director Report (Jan)

1. Discussed the new Senior Award, endowed through the Lancaster Community Foundation by a Penn Manor family, has been received.
 - a. The \$1000 award is in memory of their son to honor two of his passions: environmental issues and/or support of LGBTQ students.
 - b. A short application was created by the Executive Director & distributed by advisors of the Environmental Club, ITS club, Aavidum Club & Gay Straight Alliance Club. Like 14 other PMEF awards/scholarships, recipients will be recommended and/or selected by the high-school staff.
 - c. There was discussion surrounding the acceptance and implementation process of new scholarships/awards.

Board vs Operational Committee Focus and Structure (Brad)

1. Deb Rohrer led the board through this discussion. She recommended the following for consideration:
 - a. Consider combining committees, due to the time commitment.
 - b. Each board meeting, try to organize one committee.
 - c. Think about the possibility of assigning one staff member to each committee meeting.
 - d. Contemplate who votes at the committee level (staff and board members)

- e. Consider committee chairs being board members, not staff
- 2. Charters:
 - a. Begin development, focus on staff and board member responsibilities and 'lanes'.

Superintendents Comment (Phil)

Next Meeting: Thursday, May 1, 2025 at 7:30 a.m., Manor Board Room