

PMEF Board Meeting Agenda for Thursday, May 1, 2025

Finance Committee will meet following the Board Meeting

In Attendance: Carole Chismar, Jolynn Drexel, Phil Gale, Katie Hess, Joe Herman, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Reilly Noetzel, Mary Rafter, Brad Seiger, Dianne Smith, Jerissa Warfel

Absent: Matt Blank, Kathy Fish, Scott Stephan, Brian Wallace

Call to Order & President's Comments (Brad)

Consent Agenda

Minutes of April 3, Board Meeting (Steph)

Development Report (Pat)

1. Venture Grants (Becky/Carole/Coach): fiscal YTD: 29 grants totaling \$54,615.63.
2. Annual Dinner (Jerissa): date saver 9/21/25. Solicitation letters sent. Website launched.
3. EITC (Scott): contributions to date—7 partners totaling \$50,300. EITC to discuss ways to promote/inform businesses of use of 3rd parties—coordinate with marketing.
4. Scholarship (Jan): discussion under ED remarks. Senior Awards Night—5/22/25.
5. Letter Campaign: YTD contributions--\$20,917.00
6. Legacy (Coach/Claudia): 62 surveys done as of 4/17. Reminder e-mail to be sent.
7. Possible Future Event: Teacher Appreciation Mixer (at the Bunker). Opening-Day week (in place of coffee) more discussion to come
8. Strong & Healthy (Dianne/Katie): next fiscal year cycle—9/11, 12/4 and 3/12

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

Marketing Report (Katie)

1. Retiree Breakfast on May 7, at 8:30 am. Helpers arrive at 7:45. Thanks to Katie for securing door prizes, Jerissa for centerpiece kits, and Steph for creating name tags.
2. May social media posts will focus on new scholarships and Senior Awards Ceremony.

The Marketing Committee will not meet in May.

Executive Director Report (Jan)

1. Scholarships: 180 apps submitted on Kaleidoscope & paper. Thank you to the Scholarship Committee who spent many hours reading & scoring apps then met to select recipients. Nearly 100 students will be receiving 106 awards, totaling over \$125,000. All Board members are welcome to attend the Senior Awards Ceremony on May 22, beginning at 6:30PM.
2. Scholarship sponsor letters went out on Monday, providing details on the Senior Awards Ceremony. Thanks to Dianne.
3. Retiree Breakfast: 65 retirees will be attending. Emily Landis, Class of 1998, will be our alumni guest speaker. Manor Singers will perform. Revised quiz & tri-fold board.
4. Shared social media post with Doug Maine on the theater NYC trip to Broadway.

Consent agenda unanimously approved after a Carole/JoLynn motion.

***** End of Consent Agenda *****

Discussion Items

Finance Committee/Financial Report (Don)

1. Approval of April expenditures and May Treasurer's Report
 - a. Total Assets: \$3,754,788.70
 - b. Total Income: \$27,176.00
 - c. Total Expense: \$49,899.42
 - d. Unanimously approved after a Pat/Jerissa motion.

Board Meeting Calendar for 2025-2026

1. Discussed combining the marketing and development meetings. This will be reviewed at the committee level and brought back to the June meeting with a recommendation.
2. Board meeting dates approved unanimously after a JoLynn/Katie motion.

Marketing Committee (Katie)

1. Discussed outsourcing of the newsletter
2. Motion to fund no more than \$1500 for outsourcing of the newsletter was approved unanimously after a Pat/Carole motion.
3. Also discussed possibly having the newsletter come out earlier, possibly the end of August, to allow for timely promotion of the gala.

Golf Scramble (Brad)

1. Schedule for June 10, 2025
2. All major sponsors and foursomes close to finalization
3. In need of additional raffles items

Nominating (Brad)

1. Interviews were held on 4/28 and 4/29
2. Candidates considered – Randi Wolf, Claudia Himes, Wendy Letavic, Michele Sipel, and Jason Stover
3. It was proposed that all five candidates move forward to the 30-day vetting period, with a final vote at the June meeting

Strong and Healthy (Dianne)

1. Seeking an additional \$233 in funding for interpreters for ESL students
2. Approved unanimously after a motion from Jerissa/Pat motion.

Venture Grants

1. Discussed the importance of ensuring all available funds are used.
2. Dr. Gale mentioned that it is sometimes challenging to produce innovative ways to utilize the funds.
3. Brief discussion occurred on introducing another funding opportunity or offering venture grant opportunities more often.
4. Further discussions will occur during future meetings.

Mission and Vision statements (Brad)

1. New Mission statements were shared. After review, the board decided to make no changes
2. A Vision statement may be considered in the future.

Strategic Plan Discussion: Committee charters

1. A Governance committee was discussed.
 - a. It was suggested that it may be helpful to create this committee prior to overall committee charter review.
 - b. This committee could include nominating, onboarding, off-boarding and by-laws.
 - c. Consider including the chair of this committee on the Executive Committee.
 - d. Next steps, those interested in being part of this committee, bring your interest to the June Board meeting.
2. Committee charter template
 - a) Current committees will modify their charter, following the new template, then bring to the Board to ratify. New Committees will require new charters.
 - b) Jan shared a proposed template.
 - i) The board was asked to review the template and provide feedback/suggested updates to Steph prior to the June meeting express interest in joining.
3. Based on the current charter discussion, it was suggested that new members will wait until August to formally join committees.

Superintendents Comments: Phil

- Finishing state assessments, wrapping up the school year, and focusing on celebrating achievements.

Next Meeting: Thursday, June 5, 2025 at 7:30 a.m., Manor Board Room

Executive Committee will meet following the Board meeting

The meeting concluded at 8:40am, following unanimous approval after a Carole/Brad motion.