

PMEF Board Meeting Thursday, July 10, 2025

In Attendance: Carole Chismar, Phil Gale, Kathy Fish, Joe Herman, Steph Keck, Pat Kline, Wendy Letavic, Maddie Long, Jan Mindish, Don Mowery, Reilly Noetzel, Mary Rafter, Brad Seiger, Michele Sipel, Dianne Smith, Scott Stephan, Jerissa Warfel, Randi Wolf

Absent: Katie Hess, Claudia Himes, Jason Stover

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of June 5, Board meeting (Steph)

Development Report (Pat)

1. Venture Grants (Carole/Coach): Over \$54,000 in venture grants (last fiscal year).
2. Annual Letter Campaign: Thank you to all for taking the time to write personal notes and to Wendy for writing this fiscal year's solicitation letter. Letters go out today.
3. EITC (Scott): 7 partners totaling \$50,300 (last fiscal year)
4. Legacy (Coach/Claudia): Survey results are in. Will discuss at July's development and present to full board in August.
5. Possible Future Event: Teacher Appreciation Mixer (at the Bunker). Opening-Day week (in place of coffee)—more discussion at July development meeting
6. Golf Scramble (Brad): Over \$10,000 raised (net). Thank you all!
7. Strong & Healthy (Dianne): next fiscal year cycle—9/11, 12/4 and 3/12. Don Stewart presented TeenHope info to educate us better on services provided, particularly on school-based counseling. Debrief at July development meeting.

Development Meeting: July 24, at 8:00 a.m. at Jack's (following new member welcome at 7:30)

Marketing Report (Katie)

1. July social media will introduce new board members.
2. Ideas for staff payroll deduction gifts.
3. Updated text and photo for PMEF ad needed for 4 fall sports via Market Street Sports.
4. Updated text and photos for PMEF ad needed for Fall Play & Musical programs.

Marketing Committee will meet at 7:30 am, July 17, at Jack's Restaurant

Executive Director Report (Jan)

1. Scholarships: Letters of acknowledgement were sent to all scholarship sponsors with a summary of the Awards Ceremony, info on their recipient and student Thank You note. Scholarship Committee met to discuss a draft of the Scholarship Committee charter and provide input for a call with Kaleidoscope this week to reflect on the process.
2. Thank You email was sent June 4, to staff thanking them for their support of PMEF this year.
3. Brian Wallace will be working on our newsletter as a consultant. He needs Save the Date event dates, donor lists, plus photos & story info ASAP. Submit to me to forward to Brian.
4. Millersville Borough will again participate in National Night Out on Tuesday, August 5, 6-8 pm.

Consent agenda unanimously approved after a Scott/Carole motion.

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

Finance Committee/Financial Report (Don)

1. Approval of May expenditures and June Treasurer's Report
 - a) Total Assets: \$3,896,408.80
 - b) Total Income: \$14,482.00
 - c) Unanimously approved after a Jerissa/Pat motion.
2. Approval of the new fiscal year budget
 - a) Unanimously approved after a Scott/Jerissa motion.

Discussion Items

General Discussion

1. Participation in Millersville National Night Out – August 5th 6pm – 8pm
 - a. A Pat/Carole motion was passed with majority approval. All members voted in favor except one dissenting vote.

Strong & Healthy (Dianne)

1. Request for funding for a free & reduced lunch student to attend Thaddeus Stevens as dual enrolled student. Anonymous (qualified) donor will fund each semester in the amount of \$2250.

Annual Dinner (Jerissa)

1. Date saver - 9/21/25
2. Solicitation letters sent, website launched and Constant Contact email to be sent

Membership (Mary/Reilly)

1. New member welcome—7/24/25 at 7:30 a.m. at Jack's
2. Reminder to please use Education Foundation emails

Strategic Plan

1. Continued Discussion: Develop committee charters. Revise committee Purpose. Committee sign-ups.

The following link describes a Governance Committee, including a sample charter. Please review and come with thoughts. <https://www.boardeffect.com/blog/governance-committee-charter-template/>

Superintendents Comment (Phil)

1. Introduced Maddie Long, the new Director of Communications for the District

Meeting adjourned at 8 :48 after a Scott/Carole

***Next Meeting: Thursday, August 7, 2025 at 7:30 a.m., Manor Board Room
Finance Committee will meet immediately following the August Board meeting***