PMEF Board Meeting Minutes for Thursday, June 5, 2025
Executive Committee will meet following the Board meeting

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

Call to Order & President's Comments (Brad)

1. Carole called for a vote to approve the recommended slate of officers:
   President - Brad Seiger
   VP - Pat Kline
   Treasurer - Don Mowery
   Secretary - Steph Keck
   a) Unanimously approved after a Claudia/Scott motion.

Consent Agenda

Minutes of July 10, Board meeting (Steph)

Development Report (Pat)

1. Development Charter—first draft: Tabled, please review and bring recommendations to Aug dev meeting.
2. '24-'25 Program Review: Committee recommends continuing with all programs.
3. Venture Grants (Carole/Coach): '25-'26 cycle--TBD
4. EITC (Scott): 2026 app due 11/25
5. Annual Letter Campaign: 95 donations, totaling 10,577
6. Golf Scramble (Brad): Date saver—6/16/26
7. Strong & Healthy (Dianne/Katie): next fiscal year cycle—9/11, 12/4 and 3/12, Don
8. Stewart presented TeenHope info to educate us better on services provided, particularly on school-based counseling. Will brief the entire board at September's meeting.

Next Committee Meeting (w/Marketing): 08/21/25, at 7:30 a.m. Marketing at 8:15 a.m. at Jack's

Marketing Report

1. August social media will feature Venture grants & event promotions.
2. Umbrellas have been ordered for staff payroll deduction gifts.
3. Updated text and photo for PMEF ad for 4 fall sports sent to Market Street Sports. They will contact HS staff about PMEF ad for Fall Play & Musical programs.
4. Newsletter stories, photos & donor lists sent to Brian. Completion goal is August 15.

Next Committee will meet after Development: 8/21/25, at 8:15am, at Jack's Restaurant

Executive Director Report (Jan)

1. Scholarships: Kaleidoscope shared that our application completion rate was 88%. Average completion rate is 50%. Our applicant satisfaction score was 8.9% out of 10. That was also above average, all agreed last year went smoothly.
2. Thanks to all who helped with PMEF table at Millersville National Night Out on Tuesday.

3. PMEF will support our social workers at the Back-to-School event at Penn Medicine Park, August 10, noon - 4PM. Sign-up for a shift. PMEF funded items to distribute to K-8 PM students.
4. Opening Day, August 18, HS auditorium. Board invited to attend. Promote Venture grant applications and teacher giving through payroll deductions.
5. ExtraGive, November 21: complete registration & update site. Happy Hours scheduled for New Town, 4-6 pm, and Bert & the Elephant, 6-8 pm. Will discuss ideas to engage alumni at Development meeting.

Consent agenda unanimously approved after a Carole/Pat motion.

Discussion Items

Finance Committee/Financial Report (Don)
1. Approval of July expenditures and June Treasurer's Report
   a) Total Assets: $3,923,572.18
   b) Total Income: $11,627.00
   c) Total Expense: $17,343
   d) Unanimously approved after a Pat/Scott motion.

Annual Dinner (Jerissa)
1. 9/21/25
2. Brad will share information on the event via Constant Contact and continue to post on social media.
3. PMEF Backdrop - Facilities offered to look at the backdrop to see if it can be fixed. Jan will follow up. If it cannot be fixed, Pat will investigate purchasing a replacement. Jan will investigate purchasing a new case.
4. Jerissa will be providing Brad with verbiage and pictures to be sent via Constant Contact.

Legacy (Claudia/Coach)
1. Survey results are in - just over 100 responses.
   a) Respondents overall are happy about how they hear from us and the frequency of communication.
   b) 12 individuals asked to learn more about Legacy.

Teacher Appreciation Mixer at the Bunker (Jerissa)
1. 8/19/25 from 3:00 – 6:00 pm.
2. Waiting for further information from the hosting restaurant to confirm details.
3. Dr. Gale will share information on the event once details are confirmed.

Document Storage
1. Documents posted on Google Docs versus items posted on website with password access.
2. Need to review all documents and the best place for their storage.
3. Steph to follow up with Maddie on overall website access.

Strategic Plan Continued Discussion
1. Purpose of each committee, Committee charter development. Committee sign-ups continue.

2. Deb will be attending September meeting to help with next steps – focus on strategic plan and creating strategic goals.
3. Charters will be voted on during the October meeting.

Superintendents Comment: Phil

1. Completing new teacher orientation. All sessions are led by folks within the district. The team is learning together and focuses on team learning and learning from each other.

Next Meeting: Thursday, September 4, 2025 at 7:30 a.m., Manor Board Room

The Executive Committee will meet immediately following the September Board meeting.

Mission statements:

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

The meeting concluded at 8:36am, following unanimous approval after a Mary/Pat motion.