

PMEF Board Meeting Agenda for Thursday, September 4th, 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, Reilly Noetzel (call-in), Mary Rafter, Brad Seiger, Michele Sipel, Dianne Smith, Jason Stover, Jerissa Warfel, Randi Wolf

Absent: Maddie Long, Don Mowery, Scott Stephan

Call to Order & President's Comments: Brad

1. Introduce Deb Rohrer, our consultant, to new board members.
2. Updated Committee list

Consent Agenda

Minutes of August 7, Board Meeting: Steph

Development Report: Pat

1. Venture Grants (Carole/Coach): Fall grant tentative dates—10/3 (teacher deadline), 10/6 (grants to admin), 10/15-10/17 (approved requests to committee), 10/27-10/30 (committee meeting).
2. EITC (Scott): \$3,500 received from Utility Keystone Trailer Sales. 2026 app due 11/25.
3. Annual Letter Campaign: 132 donations, totaling \$16,162 (as of 8/27)
4. Golf Scramble (Brad): Date saver—6/16/26
5. Strong & Healthy (Dianne): Fiscal year cycle—9/11, 12/4 and 3/12. Appr \$30,000 available from budget and carryover with \$3,300 already spent.
6. Legacy (Claudia/Coach): Jeff and Debbie Roth latest to be added to plaque!
7. Teacher Appreciation Mixer at the Bunker (Jerissa): Will debrief at September meeting
8. Scholarships (Jan/Dianne): Annual letter confirmations to go out in November
9. Opening Day (Jan): 187 donors, \$13,920 committed (as of 9/03)

Next Development Meeting (Marketing will follow): 09/11/25, at 7:15 a.m. at Jack's Restaurant

Marketing Report

1. September social media: Venture grants, Dinner promotions & Homecoming.
2. Newsletter & mailing list sent to Cooper. Increased to 20 pages this year.
3. Backdrop has been repaired but will explore purchasing a new one in near future.
4. Website review & updates will be handled by Marketing. Steph will work with Jason to make changes.
5. ExtraGive reminder cards created by Mary to hand out at events.
6. Chip clips & pom poms ordered for Homecoming game.
7. Considering creating short videos at each event to compile for presentations at events like Retiree Breakfast, Opening Day, Dinner Gala. Thanks to Randi & Jason.

Marketing Committee will meet after Development: September 11, at 8:00am, at Jack's Restaurant

Executive Director Report: Jan

1. Scholarships: new endowed, \$1000 Collier Family Education Scholarship, goal to begin in 2026
2. Thanks to all who helped with PMEF table & support our social workers at the Back-to-School event at Penn Medicine Park on August 10. PMEF funded items distributed to K-8 PM students.
3. Opening Day: Thanks to Admin for making it easy for staff to donate through payroll deduction, deadline is 9/06.
4. ExtraGive, November 21: E.D. will 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. Back this year – offline donation, peer-to-peer challenges.

Consent agenda unanimously approved after a Claudia/Randi motion.

Discussion Items**Finance Committee/Financial Report: Pat**

1. Approval of August expenditures and September Treasurer's Report
 - a) Total Assets: \$4,022,016.67
 - b) Total Income: \$11,374.88
 - c) Total Expense: \$19,965.00
 - d) Unanimously approved after a Carole/Katie motion.

Annual Dinner (Jerissa):

1. 9/21/25 – sold out, all planning is coming together

Strategic Objectives/Focus Areas:

1. The board discussed strategic objectives/focus areas.

Superintendent's Comments: Phil

1. The school year is off to a good start. Teachers appreciated the efforts around the event at the Bunker.

The meeting concluded at 8:44am, following unanimous approval after a Mary/Pat motion.

Next Meeting: Thursday, October 2nd, 2025 at 7:30am, Manor Board Room