

PMEF Board Meeting Agenda for October 2, 2025

In Attendance: Carole Chismar, Phil Gale, Kathy Fish, Claudia Himes, Steph Keck, Pat Kline, Don Mowery, Reilly Noetzel, Mary Rafter, Brad Seiger, Michele Sipel, Dianne Smith, Scott Stephan, Jason Stover, Jerissa Warfel, Randi Wolf

Absent: Joe Herman, Katie Hess, Wendy Letavic, Jan Mindish

Call to Order & President's Comments : Brad

Consent Agenda

Minutes of September 4, 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): 2026 app due 11/25.
3. Annual Letter Campaign: \$18,952 (\$1,700 more than LYTD)
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. Teacher Appreciation Mixer at the Bunker (Jerissa): Debriefed—further discussion at May development meeting
7. Scholarships (Jan/Dianne): Annual letter confirmations to go out in November 8. Opening Day (Jan): Over 200 donors and over \$16K committed
8. Annual Dinner (Jerissa and Katie): Gala was a huge success! Debrief at
 - a. October meeting. Thank you, Jerissa, Katie and committee!
9. ExtraGive (Jan): 11/21/25--Discussion at October's dev meeting
10. Strategic Objective #2: Invest in our Community - Begin discussion at Oct dev meeting
 - a) Explore opportunities to develop partnerships with like-minded organizations.
 - b) Improve and increase relationships with the Penn Manor business community.
 - c) Focus on community-building initiatives that increase awareness and support.
 - d) Develop strategic marketing and communication plans that generate support of our programs within the schools and community.

Next Development Meeting: 10/23/25 dev at 7:15 a.m. marketing at 8:00 a.m. at Jack's

Marketing Report

1. October social media: Dinner photos, Homecoming, distribution of staff thank you gifts
2. Newsletter has been mailed to nearly 1100 donors; link will be posted on social media.
3. Backdrop has been repaired but will explore purchasing a new one in near future.
4. Website review & updates will be handled by Marketing. Further discussion at October Marketing meeting. Steph will work with Jason to make changes.
5. Homecoming: Chip clips & pom poms distributed, plus ExtraGive Save-the-Date cards. Sign-in sheet to gather email addresses. Thanks, all board members who attended.
6. Considering creating short videos at each event to compile for presentations. In addition to photos, take short videos on your phone. Further discussion in October.
7. Trunk or Treat: October 25 at John Herr's. PMEF will participate.

Marketing Committee will meet after Development: October 23, at 8:00am, at Jack's

Executive Director Report: Jan

1. ExtraGive November 21: 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.
2. Scholarship update: CTC students received Trade & Healthcare applications along with instructions on accessing Kaleidoscope at their meeting at the HS on Sept 26. Thanks to Mr Eby for allowing PMEF the time for this. Co-chairs will meet to make any necessary changes in our Kaleidoscope site in preparation for the launch in January. Scholarship Committee meeting will be scheduled to review our charter and prepare for the 2026 scholarship cycle.

Consent agenda unanimously approved after a Pat/Claudia motion.

Finance Committee/Financial Report: Don

1. Approval of September expenditures and October Treasurer's Report
 - a) Total Assets: \$4,142,068.92
 - b) Total Income: \$38,860.83
 - c) Total Expense: \$11,976.20
 - d) Unanimously approved after Scott/Jerissa motion.

Discussion Items

Strong & Healthy (Dianne):

1. Fiscal year cycle—9/11, 12/4 and 3/12
 - a) Appr \$30,000 available from budget and carryover with \$3,300 already spent.
2. Seeking board approval on the following:
 - a) PM Cares - \$5,000 for 25/26 school year
 - b) Loft - \$5,000 Fall
 - c) Power Packs - \$5,000 Fall
 - d) Request to provide Kelly with \$1000 for quick turnaround of student needs.
 - e) Total of \$29,250 requested – approved 12-0 after a Pat/Carole motion. Mary abstained.

Committee Items

1. Vote on Committee Charters
 - a) The board discussed the separation of board charters for committees and event committees. Based on the structure of the committees, event committees don't require charters.
 - b) Edits discussed:
 - i) Edit to Venture grant timing verbiage
 - ii) Minor verbiage changes to Development
 - iii) Remove "can be dismissed" from all charters
 - c) Scholarship will be tabled for further discussion/review. Brad will be following up with Jan.
 - d) Changes will be made. Everyone was asked to review and send any additional changes to Brad.
 - e) Charters will be voted on in November
2. Updated committee lists and chairs
 - a) Reviewed the committee list and chairs
 - b) A vote was taken on compensated individuals voting on committees. It was unanimously approved, after a Pat/Scott motion, that compensated individuals will have a vote on all committees, other than Governance and Executive Committees.
 - c) Discussed bringing on volunteers. It was decided that they will not have at the committee level and do

not need to be counted in the number of committee members.

- i) Need to discuss with Jan confidentiality of non-board members attending committee meetings.

Brad will be following up with Jan

3. Governance Committee

- a) New committee – list of recommended members was shared. Vote on members will be done in November. Any questions or interest – reach out to Brad or Jan.

Superintendent's Comments: Phil

- 1. Thank you for all your efforts!
- 2. Update on venture grants – closed applications, 35 are currently being reviewed. Focused on goal to create consistency across the district – several focused on all 7 of the elementary schools.

Next Meeting: Thursday, November 6, 2025 at 7:30 a.m., Manor Board Room
Finance Committee will meet immediately following the November Board meeting

The meeting concluded at 8:33am, following unanimous approval after a Randi/Michelle motion.

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