

## **PMEF Board Meeting Minutes for November 6, 2025**

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

**Absent:** Kathy Fish, Brad Seiger

**Call to Order & President's Comments: Pat**

### **Consent Agenda**

**Minutes of October 2nd Board meeting: Steph**

#### **Development Report: Pat**

1. Venture Grants (Carole/Coach): Fall grant cycle: 35 requests, 32 approved (via e-mail vote) totaling \$72,640.64. Thank you, VG committee!
2. EITC (Scott): 2026 app due 11/25, \$30,000 coming our way (pending PA approved budget) from Don and Gail Mowery—thank you!
3. Annual Letter Campaign: \$19,422 from 159 donors through 10/30. LYTD--\$17,917/144.
4. Annual Gala (Jerissa): over \$50,000 raised! Thank you, Gala committee!
5. Golf Scramble (Brad): Date saver—6/16/26.
6. Scholarships (Jan/Dianne): Annual letter confirmations to go out in November, Scholarship Committee met on 10/29 in preparation of January launch.
7. Opening Day (Jan): Over 200 donors and over \$16K committed, umbrellas delivered!
8. Penn Manor Alumni and Friends Night (Katie/Steph): Initial discussion—more to follow.
9. Christmas/Holiday Concert Presence (Jan): Jan to get us the schedules of each school.
10. Possible Large Donor Appreciation Social (Jerissa/Claudia) – more to follow.
11. Future discussion Strategic Objective #2: Invest in our Community—Randi Wolf to lead in Development's role with this initiative.
  - 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: November 20th at 7:15am at Jack's Restaurant***

#### **Marketing Report: Claudia**

1. ExtraGive: Request board members reach out to 8-10 individuals to consider an on-line donation of \$10 (or more...) Every gift counts! (Detailed plans under Discussion Topics)
2. Trunk or Treat: Saturday 10/25/2025, thanks to board volunteers who set up and decorated table/trunk and distributed candy to 500+ attendees.
3. Newsletter: Mailed and posted on website. Resulted in S&H \$500 donation for CTC uniforms from a Class of '70 alumnus.
4. Facebook Posts: October featured annual Dinner photos, Homecoming and Trunk or Treat. November will feature staff thank you gift distribution and ExtraGive promotions.
5. Website: Jan is working with Jason and Steph to update. It will be a process with most items needing updating.
6. Topics for future discussions: horizontal banner/new backdrop/rack cards/brochure hand outs

***Next Marketing Meeting: November 20th at 8:00am at Jack's Restaurant***

**Executive Director Report: Jan**

1. Scholarship update: Co-chairs met to make any necessary changes in the list of scholarships with several increasing in value and one new scholarship, the Collier Family Education Scholarship, which will be fully endowed in the spring. The Scholarship Committee met to review our charter, review scholarship list and prepare for the 2026 scholarship cycle. Jan met with Jordan Styer, new PM counselor who will oversee scholarships.
2. Community Outreach activities:
  - a) Jan & Wendy met with MU Social Work Practicum Director, Jostalynn Parry, to discuss options for supporting PM social workers and at-risk PM students with MU interns
  - b) Wendy and Dianne attended Loft Community Breakfast: Jan spoke about PMEF's Strong & Healthy Families initiative. Newsletters and PMEF chip clips were shared
  - c) Jan & Joe attended Class of 1980 Reunion, sharing newsletters, chip clips, & ExtraGive Save-the-Date cards
  - d) Jan & Claudia will attend the Samaritan Luncheon on November 7

**Consent agenda unanimously approved after a Scott/Katie motion.**

**Finance Committee/Financial Report: Don**

1. Approval of October expenditures and November Treasurer's Report
  - a) Total Assets: \$4,200,787.75
  - b) Total Income: \$56,367.00
  - c) Total Expense: \$33,431.86
  - d) Unanimously approved after Jerissa/Carole motion.

**Discussion Items**

**Committee Discussion:**

1. Vote on revised Committee Charters, committee lists and chairs
  - a. Unanimously approved after Scott/Claudia motion.
2. Governance Committee
  - a. Discussed that a draft agenda has been created. It will be reviewed by the committee and brought to the Board for review and approval.
  - b. Vote to approve the new governance committee unanimously approved after a Scott/Carole motion.
  - c. Vote to approve the governance committee members unanimously approved after a Scott/Katie motion.

**Venture Grant:**

1. Venture Grant distribution sign-up, by building with a partner
2. Recipient letters and Powered by PMEF posters will be ready to pick up in the PMEF office on Monday, November 10, for delivery that week.
3. Take photos of recipients with students, if possible, then send them to Jan to post on social media.
4. Jan will add to the letters a statement asking that teachers share dates and times for the events.

**ExtraGive:**

1. Promotion opportunities:
  - a) Sign-up for Golden Ticket Prize time slots
  - b) Try to make 6-10 contacts: in-person, email, or social media posts, sharing PMEF link for ExtraGive.
  - c) Share event graphic with friends and family
  - d) Bert encourages PMEF to schedule 2 or 3 guest bartenders to help in shifts, to draw a bigger crowd.  
Board members & friends helping won't receive tips but will take orders and deliver drinks
    - i) If you are interested in "bartending" let Jan know
  - e) "I Give Extra" posters: create short videos to post prior &/or during the event on social media
  - f) Off-line Donations via check before or during the event will be added to our dollar total but won't count as a donor
  - g) Matching Gift Challenges can be created with offline donations
  - h) Fundraising Champion Template allows your friend and family to donate to PMEF via your page
  - i) Meeting to finalize ExtraGive plans: Monday, November 17 at 7:30 am in PMEF office
  - j) Jan will be sending poster to share on social media, as well as the link to our donation page

**Superintendent's Comments: Phil**

1. Moved into the 2<sup>nd</sup> marketing period, Monday night school board accepted donations thru Strong and Healthy and Venture Grants – thank you to the Board.
2. PTOs are working hard and raising funds to provide "extras" to the students

***Next Meeting: Thursday, December 4, 2025 at 7:30 a.m., Manor Board Room***  
***Executive Committee will meet immediately following the December Board meeting***

**The meeting concluded at 8:26am, following unanimous approval after a Scott/Randi 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.