

PMEF Board Meeting Minutes, December 4th, 2025

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

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of November 6th Board Meeting: Steph

Development Report: Pat

1. ExtraGive (Jan): 11/21/25—Great success! 191 donors totaling \$32,800! Thank you Jan and committee! Debrief at December development.
2. Venture Grants (Carole/Coach) Venture grants distributed, pictures to be posted in December.
3. EITC (Scott): 2026 renewal submitted. \$48,100 in EITC donations (pending PA budget approval).
 - a. \$3,500--Utility Keystone Trailer Sales, \$30,000—Don &Gail Mowery, \$1,000—Donegal Mutual, \$3,000—Garman Builders, \$10,000—Fulton Bank, \$600—Gibbel Kraybill & Hess
4. Annual Letter Campaign: \$20,822 from 174 donors through 11/30. LYTD--\$18,567/153.
5. Golf Scramble (Brad): Date saver—6/16/26. Brochures distributed in February.
6. Scholarships (Jan/Dianne): Annual letter confirmations sent out in November. On target for January launch.
7. Opening Day (Jan): Over 200 donors and over \$16K committed.
8. Alumni & Friends Night (Katie/Steph): Date: TBD, Venue: Tobias Frogg
9. Christmas/Holiday Concert Presence (Jan): Schedule as follows:
 - a. 12/10 at 6:00PM-Hambright-Dianne
 - b. 12/10 at 6:30PM-Pequea-Wendy
 - c. 12/11 at 7:00PM-both Middles at HS-Pat
 - d. 12/18 at 7:00PM-HS-Jan
10. Possible Large Donor Appreciation Social (Jerissa/Claudia): More to follow
11. Strong & Healthy: Cycles—9/11 (complete--\$29,250 approved), 12/4, 3/12; Out of cycle request of \$10,000 approved via 11/21 e-mail vote to purchase Lunch and Learn books for the district which supports our Literacy initiative.
12. 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: December 18th at 7:15am at Jack's Restaurant

Marketing Report: Claudia

1. ExtraGive: All board members were asked to make 6-10 contacts. Social media posts & Constant Contact used to promote
2. Social Media Posts: December will focus on Venture Grant delivery and EITC thank you posts
3. Large donor reception: Planning a mixer in the 1st quarter of 2026.
4. Website: Jason implemented updates reviewed by Steph and Jan. It looks fantastic.
5. Topics for future discussions:
 - a. Horizontal banner /new backdrop
 - b. Rack cards / brochure hand outs

Marketing Committee will meet after Development: 12/18/25, at 8:00am, at Jack's Restaurant

Next Marketing Meeting: December 18th at 8:00am at Jack's Restaurant

Executive Director Report: Jan

1. Scholarship update: Confirming all scholarships. Co-chairs will meet to make any final changes on the Kaleidoscope application site.
2. Doug Maine Endowment: Music asked to move their NYC trip to next year. Doug is OK with Music & Theater both taking NYC trips next year but offered that Music considers a smaller scale trip to Philadelphia this year.
3. EITC: Renewal application submitted via email. Fulton application submitted online.
4. ExtraGive: Summary attached. Will discuss at Development. If you can't make that meeting, provide feedback to any Dev Comm member. Additional Thank You to donors of \$500 or more.

Consent agenda unanimously approved after a Randi/Carol motion.

Finance Committee/Financial Report: Don

1. Approval of November expenditures and November Treasurer's Report
 - a) Total Assets: \$4,143,651
 - b) Total Income: \$19,067
 - c) Total Expense: \$90,743.42
 - d) Unanimously approved after a Pat/Scott motion

Discussion Items

Discussion items:

1. Legacy (Pat)
 - a. Brief update provided
 - b. Reminder to share information on Legacy giving
2. Governance Committee update (Steph)
 - a. Planning a meeting for the week of 12/15. Will focus on the charter and next steps related to the sub-committees.

Superintendent's Comments: Phil

1. State budget finally passed

Next Meeting: Thursday, January 8, 2026 at 7:30 a.m., Manor Board Room

Mission statement:

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 7:52, following unanimous approval after a Randi/Katie motion.

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