

PMEF Board Meeting Agenda for Thursday, February 5th, 2026

In Attendance: Carole Chismar, Phil Gale, Joe Herman, Katie Hess, Claudia Himes, Steph Keck, Pat Kline, Wendy Letavic, Jan Mindish, Don Mowery, Brad Seiger, Dianne Smith, Scott Stephan, Jason Stover, Jerissa Warfel,

Absent: Kathy Fish, Reilly Noetzel, Michele Sipel, Mary Rafter, Randi Wolf

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of January 8 Board meeting: Steph

Development Report: Pat

1. ExtraGive (Jan): 11/21/25—Final numbers including stretch pool - \$35,194! Thank you, Jan, and committee!
2. Annual Gala (Jerissa): Date saver 9/20/26 at Drumore Estates.
3. Venture Grants (Carole/Coach) Spring grant applications due January 30, pending admin review.
4. EITC (Scott): 2026 app submitted. \$50,100 in EITC donations (pending PA budget approval). \$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, \$2,000—Weis Markets
5. Annual Letter Campaign: \$21,497 from 181 donors through 01/28/26. LYTD--\$19,217/16
6. Nominating: Get names to Steph (Chair of Governance)
7. Scholarships (Jan/Dianne): January launch- thank you Dianne, Jan & Barb
8. Opening Day (Jan): Over 200 donors and over \$16K committed.
9. Alumni & Friends Night (Katie/Steph): Wed, 2/25 from 5:00-9:00 at Tobias Frogg. Instructions to follow on sharing event.
10. Strong & Healthy: Cycles—9/11 (complete--\$29,250 approved), 12/4 complete \$500 approved), 3/12

Next Development Committee Meeting: 02/26/26 at 7:30 a.m. at Jack's

Marketing Report: Claudia

1. Social Media Posts: February will feature Venture Grants with EITC information
2. Create a calendar of topics to post: legacy, where are they now stories about past scholarship winners, event
3. Events:
 - a. Alumni & Friends -Wed. 2/25 at Tobias Frogg from 5 – 9, with guest bartenders. Save-the-Date with schedule of server teams - early February/ Team posts with photos & QR code for donors who can't attend - week prior to event. Constant Contact - send Save-the-date graphic & QR code.
 - b. Retiree Breakfast – May 6, start planning at Feb Marketing: update invite & retiree list
 - c. Donor Reception - opportunity for board to meet & thank loyal supporters at a mixer on a weekday evening. Getting quotes from 3-4 locations including New Town, Tennis & Yacht Club, Lancaster Country Club, & Drumore. Solid board attendance needed.
4. Brochures: redesign focus of next meeting

Next Marketing Committee Meeting: 02/19/26, at 7:30am, at Jack's

Executive Director Report: Jan

1. Scholarship update: Kaleidoscope application site, launched January 6. Scheduled 5 work sessions during Flex time for seniors needing support. Deadline March 13. Will speak to Senior Class on February 10, to encourage applications. Contacted AD about sports awards, including new Baseball Scholarship. Contacted Department coordinators and CTC to encourage student applications. Schedule training session for reviewers in March. Funding letters to annual sponsors by March 1. Descriptions of 2 new scholarships attached.
2. Retiree Breakfast: May 6 in LGI at High School. Ideas for alumni speaker? Update Retiree list.

***** End of Consent Agenda *****

Consent agenda unanimously approved after a Katie/Jarissa motion.

Finance Committee/Financial Report: Don

1. Approval of January expenditures and January Treasurer's Report
 - a. Total Assets: \$4,315,853.32
 - b. Total Income: \$65,680.10
 - c. Total Expense: \$6,099.69
 - d. Unanimously approved after a Scott/Pat motion.

Discussion items:

Golf Scramble: Brad

1. Kickoff—6/16/26 at Media Heights. No change in entry fees.
2. Email blast being sent out to prior participants.

Governance Committee Update: Steph

1. Next meeting is scheduled for 2/12/26. For the time being, meetings will continue monthly, the 2nd Thursday of each month.
2. Committee charter will be shared via email within the week.
3. Check in on status for next year – please let me know if you don't plan to continue your term, or seek an additional term
 - a. Nominations – we've received only 1 at this time

Large Donor Social: Jerissa/Claudia

1. Late March or early April at a venue TBD.
2. Invite list being determined—anticipating 35 attendees (plus board members) budget not to exceed \$1,500 (board members pay their way).
3. Vote to approve the event (and possibly marketing funds).
 - a. Motion to approve the marketing budget by \$1500 approved unanimously after a Pat/Scott motion.

Strategic Objective #2: Invest in our Community: Randi

1. January meeting update.

2. Board social including spouses - checking on alternative dates
3. Explore opportunities to develop partnerships with like-minded organizations.
4. Improve and increase relationships with the Penn Manor business community.
5. Focus on community-building initiatives that increase awareness and support.
6. Develop strategic marketing and communication plans that generate support of our programs within the schools and community.

Follow-Up to Google Docs Presentation: Jason

1. Follow up with board members and access to Google Docs and the PMEF website

Executive Committee Recommendations: If you are interested in serving please let the exec committee know.

Superintendent's Comments: Phil

1. At the ½ way point – focus on finishing up this year and planning for next year.
2. Every spot in CTC for every program is filled for next year.
3. Dr. Gale has been asked by other Superintendents to meet to learn about his experience with PMEF.

The meeting concluded at 8:05am, following unanimous approval after a Pat/Scott motion.

Next Meeting: Thursday, March 5th, 2026 at 7:30 a.m., Manor Board Room

Executive Committee will meet immediately following the March Board meeting

Mission Statement:

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

New Scholarships:

Steve Jones Memorial Baseball Scholarship

Steve Jones graduated from Penn Manor, Class of 1977, where he was on the golf team and pitched for the baseball team. He was proud of the 1975-76 Penn Manor Baseball teams who won the LL League 2 years in a row. This \$1000 scholarship was created to honor Steve's memory after his death in 2024. Sponsored by classmate and baseball teammate, James Seiple, the award is given to a baseball player who best exhibits the qualities of scholarship, athleticism, and sportsmanship. Recipient to be selected by baseball coaching staff.

Collier Family Scholarship

This \$1000 scholarship will be given to a student who is interested in pursuing a career in Early Childhood Education. It will be endowed to honor the teaching careers of Kitty, Cece and Sara Collier. Recipient will be selected from Kaleidoscope Education scholarship applicants.