

PMEF Board Meeting Minutes for Thursday, January 8, 2026

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

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of December 4th Board Meeting: Steph

Development Report: Pat

1. ExtraGive (Jan): 11/21/25—Great success! 191 donors totaling \$32,800! Thank you Jan and committee! 30 new donors. Two locations worked great.
2. Venture Grants (Carole/Coach) Venture grants distributed, pictures posted in December.
3. EITC (Scott): 2026 app submitted. \$50,100 in EITC donations (pending PA budget approval).
4. \$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 180 donors through 11/30. LYTD--\$18,667/155.
6. Nominating: Get names to Steph (Chair of Governance)
7. Golf Scramble (Brad): Date saver—6/16/26. Brochures distributed in February.
8. Scholarships (Jan/Dianne): Annual letter confirmations sent out in November. January launch.
9. Opening Day (Jan): Over 200 donors and over \$16K committed.
10. Alumni & Friends Night (Katie/Steph): Wed, 2/25 from 5:00-9:00 at Tobias Frogg
11. Possible Large Donor Appreciation Social (Jerissa/Claudia): More to follow
12. Strong & Healthy: Cycles—9/11 (complete--\$29,250 approved), 12/4 complete \$500 approved), 3/12
13. 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 Committee Meeting: 01/22/26 at 7:30 a.m. at Jack's

Marketing Report: Claudia

1. ExtraGive: Discussed strategies for 2026 - creating FB event in early March, pushing for more champions and expanded board participation
2. Social Media Posts: January will feature Venture Grants and EITC thank you posts
3. Plans to expand sharing opportunities and group collaborations, create a calendar of topics to share including legacy
4. Events: Alumni & Friends: Wed. 2/25 at Tobias Frogg from 5 – 9, Donor reception still in planning

stages.

5. Website: Jason will present website updates and review of Google Docs at January Board meeting
6. Other: It was noted that our ads are not read or cannot be heard at sporting events and that will be investigated.

Marketing Committee will meet after Development: 01/22/26, at 8:15am, at Jack's

Executive Director Report: Jan

1. Scholarship update: Co-chairs made final changes on the Kaleidoscope application site, launched January 6. Scheduled 5 work sessions during Flex time for seniors needing support with applications. Will meet with Chris Telesco and Jordan Styer to address any scholarship questions and Awards program. Will schedule a training session for reviewers in March.
2. Discussion with new Executive Director of Hempfield Ed Foundation: Mission, strategies & impact, Grant processes, Donor relations, Organization & leadership. Benefit of collaborative meetings of county Education Foundation Directors was considered.
3. EITC: Renewal application submitted. Formal acknowledgement letters sent to all 7 donors.
4. ExtraGive: Summary was discussed at Development/Marketing with ideas for next year. Should receive our online donations plus our share of the stretch pool by mid-January.

Consent Agenda unanimously approved after a Randi/Katie motion.

Finance Committee/Financial Report: Don

1. Approval of December expenditures and January Treasurer's Report
 - a. Total Assets: \$4,204,447.11
 - b. Total Income: \$75,412.92
 - c. Total Expense: \$20,099.41
 - d. Unanimously approved after a Claudia/Carole motion.

Discussion Items:

Governance Committee Update: Steph

1. The committee met for the 1st time on 12/16/25. We discussed:
 - a. Committee Charter: Changes to the proposed charter will be made and reviewed with the committee during our next meeting. Once finalized, it will be brought to the full board for review and approval.
 - b. By-laws: The current by-laws were sent to all committee members for review. Randi will be leading an in-depth review. More to come.
 - c. Nominating: Wendy agreed to lead facilitation of the new member interview process. We are still reviewing the makeup of those who will participate in the interview process.
 - i. At this time, two board positions will be vacant in the coming year. Prior to recommending someone for consideration, please speak to them, then provide us with a resume
 - d. Membership: Everyone should have received an email from Mary with reminders to mentors and the request that everyone consider their involvement and commitment going forward.
 - e. Meeting Cadence: We agreed to meet twice monthly, for the time being, as things are finalized.

Presentation of PMEF website and Google Docs: Jason

1. Jason reviewed how and where to locate information on the PMEF Google Drive
2. All board members were asked to familiarize themselves with accessing the shared file on Google Docs and check out the PMEF website.

Superintendent's Comments: Phil

1. Thank you to all you attended the musicals and other events

Next Meeting: Thursday, February 5, 2026 at 7:30 a.m., Manor Board Room
Finance Committee will meet immediately following the February Board meeting

The meeting adjourned at 8:29, following unanimous approval after a Pat/Scott 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.