

PMEF Board Meeting Agenda for Thursday, March 5, 2026
Executive Committee will meet following the Board meeting

In Attendance: Phil Gale, Kathy Fish, Joe Herman, Claudia Himes, Steph Keck, Pat Kline, Wendy Letavic, Jan Mindish, Don Mowery, Brad Seiger, Michele Sipel, Dianne Smith, Scott Stephan, Jerissa Warfel, Randi Wolf

Absent: Carole Chismar, Katie Hess, Reilly Noetzel, Mary Rafter, Jason Stover

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of February 5 Board Meeting: Steph

Development Report: Pat

- Large Donor Social (Jerissa/Claudia): Late March or early April at the PMHS LGI room.
 - Invite list being determined—anticipating 35 attendees (plus board members) with a budget not to exceed \$1,500.
- Strategic Objective #2: Invest in our Community (Randi)—Update—next meeting is 3/9.
 - Board member event (with spouses/sig others)—date TBD
 1. Explore opportunities to develop partnerships with like-minded organizations.
 2. Improve and increase relationships with the Penn Manor business community.
 3. Focus on community-building initiatives that increase awareness and support.
 4. Develop strategic marketing and communication plans that generate support of our programs within the schools and community.
- Annual Gala (Jerissa): Date saver 9/20/26 at Drumore Estates.
- Venture Grants (Carole/Coach) Spring grants voted on and approved (via e-mail vote) as follows: 26 grants approved for a total of \$68,749.95
- EITC (Scott): 2026 app submitted. \$50,100 in EITC donations (\$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)
- Annual Letter Campaign: 21,847 received, 182 donors through 3/1/26. LYTD \$19,217/163.
- Nominating: Get names to Steph or Wendy (Governance)
- Opening Day (Jan): Over 200 donors and over \$16K committed.
- Alumni & Friends Night (Katie/Steph): Awesome night! Thank you Katie, Steph, Jan and guest bartenders! \$3023.75 raised less Tobias Frogg staff tips and gift card (\$450) for a net of \$2,573.75 towards PMAA Legacy Scholarships.
- Strong & Healthy: Cycles—9/11 (complete--\$29,250 approved), 12/4 (complete--\$500 approved), 3/12 (three requests so far).

Next Development Committee Meeting: 03/19/26 at 7:30 a.m. at Jack's

Marketing Report: Claudia

- Social Media calendar of posts to feature "where are they now" scholarship recipients with a variety of professions including nurse, attorney, plumber, etc.; retirement breakfast; legacy

stories; venture grants working on "behind the scenes" stories and videos: afternoon on Comet Field; boat regatta.

- Promotional items identified preferred items for thank you gifts and giveaways allowing us to take advantage of sale opportunities. Diane making a historical list of employee appreciation gifts. Katie suggested a gift card to the Penn Manor store. We will inventory what we have in stock now.
- Brochure redesign reviewing photos and revising text for review at the March marketing meeting
- Events
 - Friends & Alumni was a huge success. Big thanks to the bartenders for bringing new donors.
 - Donor Recognition weeknight 5 -7; solid board attendance imperative; invitation and invite list drafted to review at March marketing and development meeting; Jason will put together video presentations to show success of donations.
 - Retiree Breakfast May 6. Invitations to be sent later this month

***Next Marketing Committee Meeting: 03/19/26 at 8:15 a.m. at Jack's
Marketing will meet separately 3 - 4 times / year as scheduled***

Governance Committee Report: Steph

- Committee charter shared with the full board. Seeking approval at the March 5th meeting.
- We will be seeking a new Governance committee member. If you are interested please reach out to Stephanie Keck.
- Interviews for potential new board members will occur in March. We currently have two official individuals interested. Please pass on any additional recommendations.
- Randi and Reilly reviewed the by-laws. The committee will be discussing next steps. Any suggested changes will be brought to the full Board for review.

Executive Director Report: Jan

- Scholarship update: Kaleidoscope application Deadline March 13. Work sessions during Flex, last one is March 11. Spoke 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. Scheduled training session for reviewers on March 23. Funding letters to annual sponsors sent March 1.
- Venture Grants: prepared 26 individualized letters to staff detailing funding & PO process. Thanks to the VG committee for their time reviewing, meeting to discuss applications, award funding, and help with distribution of letters.
- Retiree Breakfast: May 6 in LGI at High School. Ideas for alumni speaker? Update Retiree list. Update, print, mail invitations. Connect with HS staff for the event.

Consent agenda unanimously approved after a Claudia/Michele motion.

Finance Committee/Financial Report: Don

- Approval of February expenditures and March Treasurer's Report
- Total Assets: \$4,368,190.14
- Total Income: \$21,056.75

- Total Expense: \$2,163.41
- Unanimously approved after a Scott/Randi motion.

Discussion Items

Discussion items:

- **Governance Committee:** Steph
 - Vote to approve committee charter
 - Unanimously approved after a Jerissa/Pat motion
- **Scholarships:** Jan/Dianne
 - Update, next meeting dates for committee: 3/23/26 AND 3/31/26 both at 7:30AM in the Manor Board Room.
 - Date saver of 5/21/26 for Senior Awards Night.
- **Golf Scramble:** Brad
 - 6/16/26 at Meadia Heights. Update/timeline of duties. Need raffle prizes. Current status of field and sponsors.
- **Venture Grant:** Joe
 - \$68,749.95 in grants awarded for the Spring cycle

Superintendent's Comments: Phil

- Spring musical is coming up next week
- Spring sports have begun

The meeting concluded at 8:25am, following unanimous approval after a Pat/Scott motion.

Next Meeting: Thursday, April 2, 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.