

## PMEF Board Meeting Minutes for Thursday, April 2, 2026

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

**Absent:** Claudia Himes, Stephanie Keck, Wendy Letavic,

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

### Consent Agenda

**Minutes of March 5 Board meeting:** DIAnne

**Development Report:** Pat

- Annual Gala (Jerissa): Date saver 9/20/26 at Drumore Estate.
- Venture Grants (Carole/Coach): 26 spring grants for a total of \$68,749.95 distributed to classrooms
- EITC (Scott): 2026 app approved. \$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.
- Opening Day (Jan): Over 200 donors and over \$16K committed.

***Next Development Committee Meeting: 04/16/26 at 7:30 a.m. at Jack's***

**Marketing Report:** Claudia

- Social Media: Posts in April will focus on scholarships, venture grant projects, promote Retiree Breakfast, may feature "where are they now" past scholarship recipients
- 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. We will inventory what we have in stock now.
- Brochure redesign: reviewing photos and revising text for review in correlation with video presentation
- Donor Recognition: April 28, 5-7pm HS lobby, 80 invitation letters sent this week to donors of \$1000 or more over past 2 years. Presentation video still in progress.
- Retiree Breakfast: May 6. Invitations sent this week to nearly 400 PM retirees

***Next Marketing Committee Meeting: 04/16/26 at 8:15 a.m. at Jack's***

Marketing will meet separately 3 - 4 times / year as scheduled

**Governance Committee Report:** Steph

- By-laws (Randi): Randi and Reilly reviewed the current by-laws and determined where changes may be needed. Reilly will be providing suggestions/options. Governance will review then present to the full board for review and approval. We are tentatively targeting the June meeting.
- Nominating (Wendy): We currently have two confirmed candidates and one individual who will be sending their letter of interest. We are targeting interviews for April 8th and will add additional dates as needed.

- Membership (Mary): Mary will be completing a review of the on-boarding process and setting up the mentor plans for new members. Further discussion is needed on off-boarding since it has been difficult to engage exiting members in surveys/feedback sessions.

**Next Governance Meeting:** 5/14/26 at 7:30 AM in the PMEF Office.

**Executive Director Report:** Jan

- Scholarship update: Received over 170 online applications and 14 paper applications from CTC students, increase of over 40 from previous years. Training session for reviewers on March 23. Career group recipients selected on March 31. Open Career recipients will be selected on April 8. Thanks to our 10 Scholarship Committee members for the many hours spent reading applications, scoring online & meeting to select recipients. PMEF will present nearly 150 awards this year. All names will be submitted to HS by April 15.
- Retiree Breakfast: May 6 in LGI at High School. Retiree list updated, nearly 400 address labels printed, invitations & envelopes printed at Cooper and mailed this week. Confirming event details with HS staff. Program being finalized and printed. What board members can attend?
- PMAA met to discuss the dissolution process. PMEF will receive \$7500 to add \$2500 to 3 PMAA scholarships so they are endowed at \$1000 each (Biemesderfer & Klemmer Awards, and Luella Mellinger Scholarship). An endowment of \$50,000+ will fund the Sports and Distinguished Alumni Walls of Honor.
- Proposed calendar of meeting dates for 2026-27. Vote to approve in May.

**Consent agenda unanimously approved after a Randy/Pat motion.**

**Finance Committee/Financial Report:** Don

- Approval of February expenditures and March Treasurer's Report
- Up and down month, still a strong outlook.
- Special thank you to Kathy for all the work she does.
- Unanimously approved after a Carole/Katie motion.

**Discussion Items**

- Large Donor Appreciation Social (Jerissa/Claudia):
  - a. 80 invites sent
  - b. April 28 - 5-7pm
  - c. Jason - providing a video presentation to use
  - d. Students - assigned to give tours
  - e. Help/Who is coming request
- Scholarships (Jan/Dianne):
  - a. Date saver of 5/21/26 for Senior Awards Night
  - b. Proposal that Jan present the Ashton's Light Award based on violation of the scholarship agreement
    - i. Approved after a Jason/Scott motion - 4 members abstained, 9 voted yes and 3 were absent
- Golf Scramble (Brad):

- a. 6/16/26 at Meadia Heights. Update/Timeline of duties.
  - b. Field is full! Need raffle prizes.
- Nominating (Steph/Wendy):
  - a. 4/8 meeting with: Taylor Skelly, Michele Schlegelmilch, Mary Beth Williams
- Invest in our Community (Randi):
  - a. Update—board member event on July 15 at New Town.
  - b. Community outreach event in August at PMHS (details TBD). Review of Business donor list.
- Strong & Healthy:
  - a. 3/12 cycle update - vote needed for additional \$9,462.
  - b. Approved after a Jerissa/Pat motion.

**Superintendent's Comments:** Phil

- Into 4 th marking period
- Thank you to PMEF for all the support - Venture Grant, Strong & Healthy Grants
- Wall of Honor - Pat Kline - congratulations Pat.

Adjourned after a Michele/Pat motion.

**Next Meeting: Thursday, May 7, 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.