

**PMEF Board Meeting Thursday, May 7, 2026**  
**Finance Committee will immediately follow the Board meeting**

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

**Absent:** Phil Gale, Katie Hess, Stephanie Keck, Michele Sipel,

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

**Consent Agenda**

- **Minutes** of April 2 Board meeting – Steph

**Development Report:** Pat

- **Annual Gala** (Jerissa): Date saver 9/20/26 at Drumore Estate.
- **Venture Grants** (Carole/Coach): Total distributed for fiscal year: 57 grants/\$141,390.59 (refund of \$1,396 for a net amount of \$139,994.59).
- **Annual Letter Writing Campaign:** Thursday, 6/18/26—8:00AM to 11:00ish. Location TBD. \$22,847 received, 183 donors through 4/30/26. LYTD \$19,217/163.
- **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)
- **Opening Day** (Jan): Over 200 donors and over \$16K committed.
- **Strong & Healthy:** Total distributed for fiscal year: \$66,341.00
- **Large Donor Appreciation Social** (Jerissa/Claudia): 4/28/26 at PMHS. Great success! Thank you Jerissa, Claudia and Jan for your work!
- **Strategic Objective #2: Invest in our Community** (Randi): Board social date saver--7/15/26.
- Explore opportunities to develop partnerships with like-minded organizations.
- Improve and increase relationships with the Penn Manor business community.
- Focus on community-building initiatives that increase awareness and support.
- Develop strategic marketing and communication plans that generate support of our programs within the schools and community.

**Date Saver Summary:**

5/6 Retiree Breakfast  
5/21 Senior Awards Night  
6/16 Golf Scramble  
6/18 Letter Writing Campaign  
7/15 Board Social  
8/17 Opening Day  
9/20 Annual Gala

***Next Development Committee Meeting: 05/14/26 at 7:30 a.m. at Jack's***

**Marketing Report"** Claudia

- **Social Media:** May posts will focus on Retiree Breakfast, scholarship, venture grant projects, 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. We will inventory what we have in stock now.
- Brochure redesign: review photos, revise text in correlation with video presentation
- Donor Recognition Review: location was ideal, student ambassadors impressed guests with enthusiastic pride in Penn Manor. Jerissa donated a beautifully presented array of appetizers, provided linen, drinks and desserts. The centerpieces have been repurposed at the Retiree breakfast.
- Backdrop status: The structure broke again. It has been repaired and can not withstand another repair. We are investigating options for a new structure

***Next Marketing Committee Meeting: 05/14/26 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 are continuing to review the current by-laws and determine where changes are recommended. Reilly will be providing suggestions/options. Governance will review then present to the full board for review and approval. Timing is TBD.
  - Nominating (Wendy): Interviews are complete. Recommendations will be brought to the Board in May, with a vote planned for June.
- Membership (Mary): Mary completed a review of the on-boarding process and mentor plans for new members. Further discussion is needed on off-boarding.

***Next Governance Committee Meeting: May 21 at 7:30am in PMEF office***

**Executive Director Report: Jan**

- Scholarship update: Received nearly 190 applications. Thanks to our 10 Scholarship Committee members for the many hours reading & scoring applications, meeting to select recipients. PMEF will present 109 awards to 106 students at Senior Awards Ceremony on May 21, totaling \$137,400. Additional 2 sports awards and Val/Sal awards bring total awards to 113, totaling \$141,400. All names were submitted to HS by April 15. Confirming presenters, Award Ceremony letters sent to all sponsors. Staff working on recipient checks & letters, speeches.
- Retiree Breakfast held May 6 in LGI at HS., Steve Appel, Class of 2000, alumni speaker

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

**Finance Committee/Financial Report: Don**

- April was very positive. 3.82 million – highest ever
  - 265K for the month
  - 553K year to date
- Unanimously approved after a Scott/Carole motion.

**Discussion items:**

PMEF meeting dates for 26/27 approved after a Randi/Claudia motion

- **Governance Committee:**
  - Governance recommends renewing Don M. as treasurer and approving Mary Beth Williams and Taylor Skelly. 30 day vetting begins. Vote in June.
  - Notes, Reilly is resigned his position due to heavy work load and more responsibilities at work.
- **Scholarships:** Jan/Dianne
  - 5/21/26 Senior Awards Night

- Finalizing arrangements, working on presenters
- **Golf Scramble: Brad**
  - 6/16/26 Meadia Heights. Field is full! Finalize duties & raffle prizes.
- **Venture Grant:**
  - Music Dept. invited us to watch a grant in action. Creating studio music and developing free time for kids to record in their free time. Very positive presentation.
- **Board Social:**
  - 7/15 at New Town (Pat covering deposi)
- **Invest in our Community Event:**
  - checking dates - Aug. 14,15,16 – Back to School Event on the HS parking deck. Family event, ice cream truck, coordinate with Loft possible - more info after Jan speaks with Social Workers.

The meeting adjourned following unanimous approval after a Scott/Jerissa motion.

**Next Meeting: Thursday, June 4, 2026 at 7:30 a.m., Manor Board Room**

**Executive Committee will immediately follow the June 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.