

PMEF Board Meeting Minutes Thursday, June 4, 2026

In Attendance: Carole Chismar, Kathy Fish, Phil Gale, Katie Hess, Joe Herman, Steph Keck, Pat Kline, Wendy Letavic, Jan Mindish, Don Mowery, Michele Siple, Dianne Smith, Scott Stephan, Jerissa Warfel, Randi Wolf

Absent: Claudia Himes, Reilly Noetzel, Mary Rafter, Brad Seiger, Jason Stover

Call to Order & President's Comments: Pat

Consent Agenda

- **Minutes** of May 7, 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). Recommended '26-'27 budget is \$150k.
- EITC (Scott): 2026 app approved. \$53,500 in EITC donations
- Opening Day (Jan): Over 200 donors and over \$16K committed. Date saver: 8/17/26. Coffee station and giving incentive were discussed.
- Strong & Healthy: Total distributed for fiscal year: \$66,341.00. Recommended '26-'27 budget is \$75k.
- Strategic Objective #2: Invest in our Community (Randi): Board social date saver-- 7/15/26 at New Town from 6:00 – 8:00 p.m. Community Outreach Night has been tabled for further committee discussion.
 - 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.*

Date Saver Summary:

6/16: Charity Golf Scramble
6/18: Annual Letter Writing Campaign
7/15: Board Social
8/17: Opening Day
9/20: Annual Gala

Development will meet during Letter Signing: 06/18/26 at 8:00 a.m.in Manor Board Room

Marketing Report: Claudia

- **Social Media:** June posts will continue scholarships interspersed with venture grant projects and "where are they now" profile of a past scholarship recipients
- **Promotional items:** identified preferred items for thank you gifts and giveaways, allowing us to take advantage of sale opportunities.
- **Brochure redesign:** creating a sub committee to review photos and revise text in correlation with video presentation with a goal to have an updated hand out for August community events, the stadium event as well as Millersville Night Out.

- **Retiree breakfast:** well attended, great music, engaging speaker, lots of giveaways. looking to feature a graduate in the health care field for next year's speaker
- **Backdrop:** researching options to replace structure or entire back drop. needs to be easy to put up and take apart, able to withstand outdoor use

Marketing will meet during Letter Signing: 06/18/26 at 8:00 a.m. in Manor Board Room

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

Executive Director Report – Jan

- **Scholarship update:** Receiving Thank You cards (97 so far). Will forward these to sponsors with letter thanking sponsors & summarizing this year's scholarships. Scholarship meeting on June 11, to review process prior to meeting with Kaleidoscope to confirm next year's contract.
- Proof board member names & contact info. Update letterhead. Will order envelopes, donor insert envelopes and letters from Cooper. Kathy will print labels.
- PMAA funded \$2000 for Senior Class picnic, June 2. PMAA received final check for \$52,000 from PMAA to endow annual Wall of Honor funding.
- Met with Foundation Executive Directors on May 18, to discuss common issues. Plan to meet regularly. Will meet with Hempfield ED this summer to discuss Clark funding strategy.
- Millersville Night Out event – August 4, 6-8 PM, PMAA give aways, activities for kids
- Back to School event- August 9, 11 AM – 4PM, school supplies give away

Consent agenda unanimously approved after a Michele/Carole motion.

Finance Committee/Financial Report: Don

- Significant cash decrease from last month, due to payout of scholarships.
- Strong investment growth during the month.
- Overall net loss for the month of \$11k and income of \$542k YTD
- Approval of May expenditures and June Treasurer's Report
- Unanimously approved after a Scott/Randi motion.

Discussion Items

- **Governance:**
 - Vote to approve new and returning board members
 - New members: Taylor Skelley, Mary Beth Williams
 - Additional year for Don Mowery
 - Unanimously approved after a Scott/Jerissa motion
 - Vote to approve slate of officers
 - President: Pat Kline, Vice President: Randi Wolf, Secretary: Steph Keck, Treasurer: Don Mowery
 - Approved unanimously after a Michele/Carole motion
- **Scholarships:** Jan/Dianne
 - 5/21/26 Senior Awards Night was a great success.
 - 111 scholarships totaling \$139,150 administered by PMAA
 - Received 107 of the 111 thank you notes
- **Golf Scramble:** Brad
 - 6/16/26 at Meadia Heights. Report at 8:00 a.m. for setup.

- **Annual Letter Writing Campaign**

- Thursday, 6/18/26—8:00AM to 11:00ish at Manor Board Room.
- If you can't attend, we will prepare packet for you to sign & stuff by June 30.
- \$23,047 received, 184 donors through 5/31/26. LYTD \$19,217/163.
- Thank you Randi for drafting this year's solicitation letter!

Superintendent's Comments: Dr. Gale

- Closing out a great year

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

Next Meeting: Thursday, July 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.