

PMEF Board Meeting Minutes Thursday, August 6, 2026

In Attendance: Carole Chismar, Kathy Fish, Phil Gale, Katie Hess, Claudia Himes, Pat Kline, Wendy Letavic, Jan Mindish, Don Mowery, Taylor Skelly, Scott Stephan, Jason Stover, Jerissa Warfel

Absent: Joe Herman, Stephanie Keck, Michele Sipel, Dianne Smith, Mary Beth Williams, Randi Wolf

Call to Order & President's Comments: Pat

Pat welcomed attendees, noting absences were understandably due to vacation time.

Consent Agenda

- **Minutes** of July 4, Board meeting - Steph

Development Report – Pat

- **Annual Gala (Jerissa):** Date saver 9/20/26 at Drumore Estate. Sponsors, raffle & auction items and program will be discussed/finalized at August Development meeting.
- **2026-27 Fundraisers/Events:** Development committee recommends all fundraisers/events continue for '26-'27 fiscal year except for Teacher Appreciation Mixer (funding coffee and pastries on opening day will take its place).
- **Annual Letter Writing Campaign:** 97 donors totaling \$12,602 received so far.
- **2-Year Fundraising Goal:** Began discussion on 2-year fundraising goal...goal is to finalize recommendation at this month's committee meeting
- **ED Evaluation:** Continue discussion with Executive and Governance on evaluating the detail and timing of ED evaluation.
- **Scholarships:** Will begin discussion at August committee meeting on possible blend of scholarship committee that would consist of PMEF members and PM educators.

Date Saver Summary:

8/17: Opening Day

9/20: Annual Gala

Development will meet 08/20/26 at 7:15 a.m. at Jack's

Governance Committee Report: Steph

- **By-laws (Randi):** Thank you to Randi for her thorough review of the by-laws. The Committee is now reviewing the by-laws with a target of the end of September for the full board for review.
- The committee would like to recommend Michele Sipel join the committee, to fill the remaining open position. This was approved by the Executive Committee; we now request review by the Board of Directors.

Marketing Report – Claudia

- **Millersville Night Out:** August 4 – thanks to all who attended

- **Penn Medicine Stadium:** August 9 from 12 – 4, volunteers needed at table & to connect with other organizations, sign up for time slot (11:30-2 or 2-4:30)
- **Opening Day:** August 17, need board to help set up (3) coffee stations (7-7:30), & to greet staff and help serve from 7:30-8 am, program begins at 8:00 in the auditorium, PMEF presentation (8:45-9) board will show the incentive gift lunch bags
- **Social Media:** August posts will feature Dinner Gala posts, intro new board members, promote events, “where are they now” stories of past scholarship recipients
- **Promotional items:** purchased for staff gifts and upcoming event giveaways
- **Brochure redesign:** review photos and revise text in correlation with video presentation to use opening day & at future events
- **Newsletter** preparing for late August printing, thanks to Bill Kline for tackling this job.
- **Market Street Sports** reviewed contract, committee not recommending renewal.
- **Backdrop:** researched options to replace back drop, got 2 quotes, lower quote is the vendor HS used, 2-sided, 8’x8’. Recommend purchase to receive by Dinner.
- **Calendar:** potential events for 2026-27, consider with Strategic Objective #2

Aug. 9 Penn Medicine Stadium event, 12 – 4 pm, school supplies give away

Aug. 17 Opening Day High School, attend if you can

Sept. 20 Gala at Drumore, everyone encouraged to attend

Sept. 25 Homecoming Game

Oct. 24 Trunk or Treat, 3 - 4 people needed

Nov. 20 Extra Give Happy Hours at New Town 4-7 pm & Bert’s 6-9 pm, everyone encouraged to participate

February Date TBA for Alumni & Friends night

May 5 Retiree Breakfast

May 20 probable date for Senior Awards

June Charity Golf Outing Date TBA

June Letter Signing Date TBA

Marketing will meet 08/20/26 at 8:00 a.m. at Jack’s (immediately after Development)

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

Executive Director Report – Jan

- **Scholarship update:** Scholarship Co-chairs discussed recommended changes with Kaleidoscope on July 7. We are considering ways to involve the PMHS staff in our review process in 2027 to shorten the amount of time we spend reviewing applications.
- **Foundation Executive Directors:** will meet again on August 10, to discuss common issues.
- **Penn Manor Family Fund:** meeting on August 11, to discuss S&H related issues.
- **Opening Day, August 17:** our opportunity to greet & thank our staff. Hope to have a revised version of our presentation with grant photos & graphs showing “where we get our funding & where we spend it” to show during remarks.
- **ExtraGive, November 20:** Goal to raise \$35,000, reach 225 donors, increase new donors

- **Committee Sign-up:** Review 2025-26 list, consider where you think you can best contribute in the coming year. Inform staff to changes on the list.
- **Updated Board Contact list:** Alert staff to any necessary changes.

***** End of Consent Agenda *****

Consent agenda unanimously approved after Carole/Katie motions.

Finance Committee/Financial Report - July 31, 2026: Don

- Total Assets: \$5,411,412.31
- Total Income: \$57,804.00
- Total Expense: \$15,687.60

July expenditures and August's Treasurer's Report were unanimously approved after Claudia/Scott motions.

- Don discussed the 2026-27 proposed Budget (presented to board last month), noting that adjustments can be made throughout the year if/when necessary, with board approval. Our investment and payout policies for our endowments (both board and donor restricted) were reviewed for the benefit of our new members.
- **The 2026-27 budget was unanimously approved after Taylor/Wendy motions.**

Discussion items:

- With the recommendation of the Governance & Executive committees, Michele Sipel was unanimously approved to fill the open committee position on the Governance Committee after Jerissa/Claudia motions.
- After a lengthy discussion, the Board unanimously approved to not renew the contract with Market Street Sports at this time. While PMEF is very grateful for Market Street's support of the PM School District sports and other extra-curricular programs, the Board felt that PMEF's expenditure for what was provided was not in line with PMEF's mission.

Superintendent's Comments: Phil

- Dr. Gale noted that August is upon us and we're "getting ready to go!" New teacher orientation recently took place. Penn Manor has 28 new teachers this year, with 8 of the teachers being brand new to teaching.

Other Comments:

- Claudia was excited to provide very positive comments about Board social held in July at New Town. Members shared stories, and it seemed attendees had a very nice time. Jan and Claudia were also excited to talk about the huge crowd at Millersville's Night Out on August 4. Many folks approached PMEF members, and others were introduced to our foundation. Jerissa noted there will be a SignUpGenius sent out to the Board for help with Opening Day, and Jan showed the Board the gift that teachers would receive.

The meeting adjourned with unanimous approval after Scott/Claudia motions.