

PMEF Board Meeting Minutes Thursday, July 2nd, 2026

In Attendance: Carole Chismar, Kathy Fish, Phil Gale, Katie Hess, Joe Herman, Claudia Himes, Steph Keck, Pat Kline, Wendy Letavic, Jan Mindish, Michele Siple, Dianne Smith, Taylor Skelly, Jason Stover, Jerissa Warfel, Mary Beth Williams, Randi Wolf

Absent: Don Mowery, Scott Stephan

Call to Order & President's Comments: Pat

Consent Agenda

- **Minutes** of August 6, Board meeting: Steph

Development Report: Pat

- Strong& Healthy (Dianne): \$75k budgeted for '26-'27 (of which there are two prior approvals—23k for Mental Health/Counseling and 5k for PM Cares). Cycles are 9/18, 12/11 and 3/12.
- Venture Grants (Carole/Coach): \$150k budgeted for '26-'27. Two cycles Oct/Nov and Jan/Feb.
- Annual Letter Writing Campaign: 127 donors totaling \$18,952 received through 8/31/26. Last fiscal Through 8/31/25: 132 donors totaling \$16,162.
- ED Evaluation: Discuss with Executive and Governance on evaluating the detail and timing of ED evaluation.
- Scholarships: Will begin discussion at Oct committee meeting on possible blend of scholarship committee that would consist of PMEF members and PM educators.
- Opening Day: Great success, thank you Jan and all who helped.
- ExtraGive: Date saver 11/20/26. \$35k fundraising goal. Competitions and off-line board member gifts TBD. Looking for 100% participation.

Development will meet 09/17/26 at 8:00 a.m. at Jack's (immediately after Development)

Governance Committee Report: Steph

- By-Laws:
 - The committee met on August 26 to finalize its review of the By-Laws.
 - Edits are currently being finalized.
 - The recommended changes will be shared with the Board for review prior to the October meeting, allowing time for members to review and submit questions.
 - A vote on the proposed revisions is planned for the October meeting.

Marketing Report: Claudia

- Millersville Night Out & Penn Medicine Park – thanks to all who attended Backdrop ordering a new 2-sided backdrop that will be ready for the gala
- Newsletter 20-page newsletter will be ready to mail in September. Creating google doc to enter photos and short descriptions of projects, events, etc. for future newsletters.
- Brochure redesign finalizing draft with a QR code to link to our website

- Events:
 - Gala 9/20: creating sign-up genius including raffle & silent auction donations as well as volunteer shifts for set up, the event, and clean up
 - Homecoming 9/25: we plan to be there with our canopy and table and give-aways
 - ExtraGive 11/20: we plan to be at New Town and Berts again

Marketing will meet 09/17/26 at 7:15 a.m. at Jack's
Marketing will meet separately 3 - 4 times / year as scheduled

Executive Director Report: Jan

- Foundation Executive Directors met on August 10, to discuss common issues.
- Newsletter: at printer, mailing nearly 1400, extra 200 for schools & distribute at events
- Opening Day, August 17: thanks to all who helped man the tables &/or stayed to show off the lunch bags. Thanks to Jason for help with the Power Point-the photos & graphs showing "where we get our funding & where we spend it" was very effective.
- Douglas Maine Endowment: Theater plans to see *The Lost Boys* in NYC on Oct 28. Music hoped to see *Hamilton* in April, but it's sold out - looking at options. No trip was taken last year, so both are going this year – each should receive about \$4000 toward their trip.
- ExtraGive, November 20: Goal to raise \$35,000, reach 226 donors, reach 50 new donors, Save the Date card with PMEF logo, QR code, and PMEF ExtraGive link – pass out at HomeComing, Fall Play? board members share with 10 potential donors (share of stretch pool based on # of donors - last year PMEF was #81 out of 451 organizations), Sept 16 zoom session on Fundraising Champions (sports teams? scholarships?), Liability insurance needed for our events at New Town (4-7), Bert's (6-9)
- Committee Sign-up: Review 2025-26 list, inform staff to changes on the list.
- Updated Board Contact list: alert staff to any necessary changes.

Consent agenda unanimously approved after a Carole/Randi motion.

Finance Committee/Financial Report:

- Total Current Assets: \$5,529,328
- Total Income: \$31,981
- Total Expense: \$5,059.41
- Unanimously approval of August expenditures and September Treasurer's Report after a Katie/Claudia motion.

Discussion items:

- **Annual Gala: Jerissa**
 - 9/20/26 at Drumore Estate, Update/Finalize sponsors, raffle/auction Items, program.
 - Sign-up Genius will be sent for raffle baskets and libation wagon items.
- **2-Year Fundraising Goal: Pat**
 - Additional \$500,000 endowed (\$20k in perpetuity) by 6/30/28. Focus on Venture Grants, Named Endowments and Strong & Healthy Grants.
 - Unanimously approved after a Taylor/Jerissa motion.

Superintendent Report: Dr. Gale

- Great start to the year, appreciative for sponsorship of the opening day breakfast items, class sizes similar to last year, 30 new teachers

Next Meeting: Thursday, August 6th, 2026, at 7:30 a.m., Manor Board Room

The meeting adjourned at 7:59 following unanimous approval after a Wendy/Carole motion.

Mission statement:

PMEF is a nonprofit community-based organization dedicated to providing opportunities for Penn Manor students and securing a better community for everyone.