



# Officers and Directors

Updated May 10, 2024

Title	Name	Phone	Email
President	Mark Orndorff	717-352-9299	<a href="#">email</a>
Vice President	Beth Pryor	301-401-7906	<a href="#">email</a>
Secretary	Saundy Fielhauer	410-371-3514	<a href="#">email</a>
Treasurer	Steve Mitchell	717-660-8326	<a href="#">email</a>
Local/State Govt. Liaison Director	Rob Ackerman	717-352-0121	<a href="#">email</a>
Membership Director	Gale Crist	301-471-1808	<a href="#">email</a>
Publications Director	Eileen Grady	707-287-7459	<a href="#">email</a>
Social Activities Director	Tara Kellam	717-816-1081	<a href="#">email</a>
Past President	Dan Whaley	717-401-0469	<a href="#">email</a>

## **PRESIDENT**

The President is the chief executive officer of the Association and presides over Community Association meetings and meetings of the Board of Directors; is responsible for the appointment of committee chairs; and together with the Treasurer, executes all instruments or agreements authorized by the Board of Directors. The President is an ex-officio member of all committees except the nominating committee, but does not vote on any questions pending before any committee except in the case of a tie vote. In addition, the President has such powers as may be reasonably construed as belonging to the chief executive of an organization. This position is elected by the PNCA membership annually.

## **VICE PRESIDENT**

The Vice President exercises the office of president in the President's absence and carries out such other duties as may be assigned by the President from time to time. This position is elected by the PNCA membership annually.

## **TREASURER**

The Treasurer receives all membership dues from the Membership Director, has the care and custody of all monies and property belonging to the Association, and deposits such monies in a federally insured financial institution. The Treasurer disburses funds as necessary within the various committees of the Association and at the direction of the Board of Directors throughout the year. He or she prepares monthly reports and a written annual report covering the preceding year, along with an oral report at the Annual Meeting of the PNCA. This position is elected by the PNCA membership annually.

## **SECRETARY**

The Secretary provides administrative support to the Penn National Community Association Board. Attendance and minutes are taken at board meetings, formalized, and sent to board members via e-mail. Minutes are also taken of the Annual Meeting and provided to board members. A summary of these activities is conveyed to the membership via the PNCA Newsletter. Schedules general and board meetings at the appropriate locations. This position is elected by the PNCA membership annually.

## **LOCAL/STATE GOVERNMENT LIAISON DIRECTOR**

The Local and State Government Liaison Director interacts with Township, County, and State authorities with respect to issues that affect the general welfare of residents within the Penn National community. These issues include Traffic and Public Safety, Guilford Township Zoning and Municipal Ordinances. One duty of this Director is to attend monthly meetings of the Township Supervisors.

## **MEMBERSHIP DIRECTOR**

The Membership Director is responsible for collecting and managing the membership data. This includes receiving applications and dues, maintaining a data base of names, addresses, telephone numbers and email addresses, preparing and submitting for printing the annual Membership Directory, producing address labels for the mailing of the monthly Newsletter and the annual Membership Directory, and updating membership information on the PNCA website. The Membership Director also visits the Franklin County Courthouse and searches records for deed transfers within the Penn National community. The community is split into four quadrants, and four volunteers visit new homeowners to provide PNCA membership applications, maps of Penn National, copies of the PNCA Newsletter, Public Opinion's "Living in the Valley" brochure, information on the fire departments and rescue squads, and a package from the Council for the Arts.

## **PUBLICATIONS DIRECTOR**

The Publications Director is responsible for producing the monthly PNCA Newsletter and managing the advertising included in the newsletter.

### Newsletter

- Collecting and formatting inputs from members and other sources
- Composing the print and online versions, including applicable ads
- Releasing the print version and mailing list to OSI
- Releasing the email version for distribution and posting on the website

### Advertising

- Maintaining information for each advertiser
- Receiving and formatting new or updated ads
- Notifying each advertiser when its subscription is due for renewal
- Maintaining a waiting list of advertisers

## **SOCIAL ACTIVITIES DIRECTOR**

The primary responsibility of the Social Activities Director is to represent all Committee Heads at board meetings. The Social Committee Heads should communicate requests or problems to the Social Activities Director who, in turn, will present to the board such communications for any necessary action.

## **PAST PRESIDENT**

One of the former Presidents sits on the board to convey the background on prior decisions.