

ORR Tri Town Education Foundation Fund
Board Meeting Minutes
November 13, 2024
4:30 PM
Superintendent Conference Room

Introductions

The meeting commenced with in-person and virtual attendees introducing themselves.

- **In Attendance:** Mike Nelson, Paula Meere, Bev Ciaburri, Robin Rounseville, Erin Bednarczyk, Doreen Lopes, Jane Taylor, Margaret McSweeney
- **Unable to Attend:** Kathy Eklund, Amanda Hastings, Mike Devoll, Nina Pierre
- **On Zoom:** Nichole Nye McGaffey, Tricia Grime

October 9, 2024 Meeting Minutes

The minutes from the October 9, 2024 meeting were reviewed and accepted with the following correction:

- Correct spelling of **Kathy Eklund's** name and removal of an additional name listed.

Annual Meeting Proposed 2024/2025 Slate of Board Members - Vote

- **Nominating Committee Meeting Minutes:** Paula, Nichole, and Doreen discussed the nominating candidates. Doreen calls for a roll call vote to approve the slate of officers presented by the nominating committee. All vote in favor of the slate.
- **Nominations for Board Members:**
 - Andrea Osborne
 - Stephanie Silveira
 - Mimi Wicker
 - Katelyn White

Proposed Slate of Officers for 2024/2025 -

Paula Meere made a motion to approve the following slate of officers: Doreen Lopes as Chair, Margaret McSweeney as Vice Chair, Jane Taylor as Treasurer, and Barbara as Secretary.

The motion is seconded by Erin Bednarczyk, and a roll call vote confirms the approval of the proposed officers. All in favor

Doreen plans to introduce the TTEF to the new board members before the next meeting.

Doreen and Mike expressed their gratitude to Paula for her 15 years of commitment to the foundation, presenting her with a gift. Kathy Eklund's service was also recognized, and a gift will be presented to her at a future date.

24/25 Grantee Status

- **Discussion on Mid Year Reporting and Grantee In-Person Visits:** Most visits will take place in January or February. Work with students is expected to occur in April or May. A letter explaining the process will be sent for Grantees to review.

- **Mid-Year Reporting Template:**
 - Doreen highlighted the best impact timeline.
 - Jane suggested asking grantees in January, "Where are you at in terms of money spent?" and "How do you plan to document progress?"
 - Tricia and Doreen emphasized that the purpose of the visits is relationship building.
 - Committee members will check in by the end of January, regardless of the grantee's progress.
 - Erin suggested physical presentations at individual school events to increase the foundation's visibility.
 - Grantees will be reminded that the visits are not evaluative, but they are looking forward to seeing the final product.
- **End of Year Reporting:** The Distribution Committee needs a rubric for reporting.
 - Doreen has samples for review.
 - The current rubric did not align with submissions from grant requesters.
 - Barbara and Paula will collaborate with Tricia to work on a draft for the March 2025 meeting.
 - Doreen and Margaret will work on a rubric scale.
 - Tricia will pull up the online application for the Distribution Committee's review.
 - Six to eight weeks prior to the application deadline, prospective applicants will be given a "heads-up," with a link provided so they can work on their applications ahead of time.
 - Current grantees will be informed that they have until June 30th to submit their final reports, with examples of what to include.

25/26 Grant Timeline and Marketing

- **January:** PR announcement via Smore
- **February 1st:** Online application will be active; the foundation will have it set up by January 31st.
- **April 18th:** Online application will close.
- **Date for Distribution Committee to Review:** To be determined.
- **April 25th:** Tricia will send applications to Doreen.

Finance Report

- **Grantee Spend Down:** This report will be provided every meeting.
- **Current Gifts and Contributions:**

- The 2024 3rd Quarter Statement remains the same as last reported, with additional contributors.
 - Board members are encouraged to continue contributing to the fund.
 - **Flyer for TTEF:** Margaret created a flyer to advertise the foundation.
 - **TTEF Outreach:** Doreen is speaking with teachers at upcoming staff meetings to explain TTEF and encourage grant applications.
-

Next Meeting Date:

- **March 25, 2025**
 - Committee Structure and Assignments
 - Grantee Selection Rubric
 - 25/26 Timelines
-

Meeting Adjourned at 5:40 PM

Minutes Submitted by: Barbara Moody, Clerk