

ORR Tri-Town Education Foundation/The Lighthouse Fund
Board of Directors Meeting
Meeting Minutes
Oct 9, 2024

Introduction and Role Call

In attendance : Doreen Lopes, Margaret McSweeney, Bev Ciaburri, Jane Taylor, Barbara Moody, Mike Nelson, Paula Meere.

On zoom : Kathy Ekland, Robin Rounseville, Kathy Ekland, Tricia Grimes, Erin Bednarczyk, Nichole Nye McGaffey, Amanda Hastings.

Approval of Minutes from [May 22, 2024](#)

Correction : Amanda Hastings from Mattapoisett School Committee's name was accidentally omitted and will be added.

Nichole McGaffey abstained.

Chairperson's Report

- Doreen commented about the Book Awards presentations and the overall value to the students and community. Paula talks about seeing the awardees' names throughout the summer in other local posts.

[Mid Year Reporting online - Jan 15th](#)

- Doreen pointed out the overlap in the grant cycle timeline. The Board members weighed in on new dates for the cycle.
- Student interaction should be a focal point of reporting, representation of students needs to be included in the upcoming cycle. .
- A discussion was held by Tricia and Doreen about Trust-Based Reporting. Board Members will visit grantees during the grant cycle to see and report back on grantees in practice.
- Recommendation :
 - Two committee members will volunteer to visit each grantee. A format form will be created by Doreen for consistency.
 - The Chairperson will coordinate visits based on committee members interest.
 - An appointment will be set up to see real life experiences of the grant project in use.
 - Photos will be taken and notes taken, and used for promotional purposes.
 - Meeting should not be more than one hour.
 - Visit is supportive in nature, not evaluative.
- Amanda asks would we give a report back to the grantee. As it is not evaluative the response was no.
- These visits will occur by on or around January 15th, based on the specific timeline of the grant.
- The TTEF representative will report back at the following meeting.

[End of year Reporting online - June 20th](#)

- Grantees will receive an email reminder 30 days prior to the deadline for the Final report
- Kathy asks about the grant cycle July 1 to June 30.
- 2025 new grant cycle will open in February with a deadline of April 18th.

- Decisions to be made in May
- Final reports for the 2024 cycle is due June 30th.
- There is an overlap of time between May's 2025 grantee announcement and June's 2024 grantee final report.
- Kathy recommending adding a question A question will be added mid year report to encourage applicants to reapply if they have a project that has continuing features.
- Margaret - Reapply completely- let them know.

Distribution Committee Update (Paula and Barbara)

[Review Grantees 2023 Final Grant Report](#)

- All reports were submitted. One in June, two in August, one in September.
- Reviewers noted inconsistency this year with regards to i.e. photos., student representation.
- Board would like a more consistent reporting method.
- PDF's were sent out by Doreen for members to review.

[Status of Spending for 2024 Grant Cycle](#)

- Doreen reviews Status of Spending sheet.
- This form will be updated prior to each board meeting
- Mike summarized the use of the Status of Spending sheet, and how it can best be used to support PR.
- Margaret would like to create a QR code to get donations. It should be added to all PR we do as well as visibility at events.
- Purposed : Get ourselves out there. Inform that we are always seeking new members.

Timeline for 2025 Grant Cycle

- Rubric alignment - based on Minutes 5.22.24
- Online Application opens February first (easy to remember). Press releases will accompany.
- Doreen will schedule time with administration to speak at staff meetings.
- Cycle will close April 18th.
- Reminder also from SouthCoast Community Foundation
- June 30th final report for 2024 Grantees due.
- All were in favor via role call.
- The Distribution Committee will work with Doreen on grant rubric in November.
- Tricia will get rubric copies to Doreen.

Financial Status

- Paula reviewed financial statements with the committee.
- Abington Bank's new name is North Shore bank. Their ongoing contributions are acknowledged.
- Doreen shared that there are 6 sources of income in non profits. We have the opportunity to raise more funding.
- Relationship and PR - more than \$2000 a year.
- It would be nice to be able to give away @ \$10,000 each year.
- Discussion on who in our community can we "target as a member and donor.
- Plan to set up a TTEF table at events
- Tricia and Kathy talk about this as an endowment. The money that is used is off the growth. It will always be there.

Annual Meeting Planning

- Review Bylaws
- [Member grid](#) was review to identify committee member vacancies
- Nominating committee role reviewed from bylaws
- Term Limit : 9 years - no more than 3 consecutive years.
- 18 members
- Officer Nominations
- Paula Meere will step down from her board role due to term expiration, but will remain on the Distribution Committee.
- Kathy Eklund will step down from her board role due to term expiration, but will remain on the Distribution Committee.

Nomination Committee

- Doreen Lopes, Nichole Nichole Nye McGaffey , Mike Nelson and Paula Meere will be on the nominating committee.
- Mimi Wicker's background was read and her nomination will be voted on in November.
- The Nominating Committee will Meet prior to the Annual meeting.

Next Meeting Date November 13th at 4:30pm

Submitted by Barbara Moody.