

ORR Tri-Town Education Foundation / The Lighthouse Fund
Board of Directors Meeting – Minutes
Date: October 15, 2025
Location: Virtual Meeting

1. Call to Order, Welcome, and Roll Call - The meeting was called to order at 4:30 p.m.

Present:

Mike Nelson • Mike Devoll • Margaret McSweeney • Nichole McGaffey • Doreen Lopes • Mackenzie Emmons • Kirstin Jimenez • Barbara Moody • Erin Bednarczyk • Nina Pierre • Katelyn White

Online:

Andrea Osborne • Mimi Wicker

Absent:

Bev Ciaburri • Stephanie Silveira

2. Approval of Minutes

Minutes from the May 20, 2025 meeting were distributed.

Approval was tabled until the Annual Meeting on November 19, 2025 to allow more time for member review.

3. Distribution Committee Report

Final Grant Report Review – 2024–2025

- Doreen presented a slide overview of final reports.
- Members were encouraged to read all attachments included with the October 25, 2025 meeting agenda.

2025–2026 Distribution Committee Formation

- Committee must be re-established; Community Representatives were recommended to lead.
- Barbara will serve as the contact person for volunteers. Mimi volunteered to review applications.
- A meeting will be scheduled to review the current application and rubric, incorporating feedback from the 2025 Distribution process.
- Doreen will provide updated documents.
- Proposed changes will be presented for approval on November 19, 2025.

4. Status of 2025 Grant Spending & 2026 Grant Cycle Timeline

2025 Grant Spending - Funds have not yet been disbursed.

- Mike D. shared an update on the Ambassador Project, including ordered blazers and intended use.

Grantee Check-Ins (2025–2026 Cycle)

- Mid-year and end-of-year check-ins will occur online.
- Nichole will coordinate assignments.
 - Nichole will work with Mrs. Lawrence's team.
 - Kirstin will work with the RMS grant.
- Doreen will provide the contact form.
- All grantees will be contacted by February 15.
- A final meeting will occur prior to the end-of-year report.

Book Awards

- Doreen reviewed the Book Awards process for new members.
- Erin B. will continue spearheading this initiative.

Press Releases

- Press releases will be issued approximately every six weeks.
- Doreen and Mike N. will coordinate.
The first release may incorporate highlights from Final Grant Reports.

5. 2026–2027 Grant Cycle Planning

- Online application will open February 1, 2026.
- Timeline will mirror the previous year.
- With applicant and committee feedback, the week of April 27 was recommended for Distribution Committee review.
- Margaret and Nichole will digitize scoring to streamline the review process.

Proposed Timeline

- Application Deadline: April 10, 2026
- Committee Review: Week of April 27 (Superintendent's Conference Room; date TBD)
Committee Recommendations Presented: May Meeting
- Final Reports Due: June 30, 2026

6. Financial Update

- Doreen reviewed the SouthCoast Community Foundation Fund Statement (6/30/2025) and a projected financial report.
- Discussion included:
 - Creating and distributing a QR code to increase community donations
 - Encouraging all members to contribute, regardless of amount
 - Review of current donor contributions and expenses

7. Chairperson's Report

Reporting Schedule

- Mid-Year Reporting (online): January 15
- End-of-Year Reporting (online): June 20

Event Planning & Fundraising

- Katelyn and Mike N. shared experiences from other fundraising events, including Bristol Aggie.
An Annual Fundraising Event Committee was formed:
 - Members:
Katelyn (Chair) • Stephanie • Margaret • Nichole • Kirstin • Mike N. • Mackenzie
(Additional members may contact Katelyn.)

Initial Event Concepts:

- Begin with a small-scale model
- Spring or Fall seasonal timing
- Student musical performances
- Community partnerships

Committee Meeting:

- November 5, 2025 | 5:00–6:00 p.m.
- In person or via Zoom (location to be provided)
Committee recommendations will be shared at the Annual Meeting.

8. Annual Meeting Preparation

Items to review at the Annual Meeting on November 19, 2025:

- Bylaws
- Membership Grid
- Board Nominations
 - 2 Mattapoisett seats
 - 1 Rochester seat
- Officer Nominations
 - Treasurer (vacant)
 - Clerk (reassignment)

Nominating Committee: Mike • Nichole • Doreen

This group will meet via Zoom prior to the Annual Meeting.

9. Upcoming Meetings

- November 19, 2025 – Annual Meeting
- April 1, 2026
- May 20, 2026 – Will be rescheduled due to a district conflict; Doreen will notify members.

10. Adjournment

A motion to adjourn was made by Mike N. and Kirstin.

Roll call was completed by Margaret.

Motion carried.

The meeting adjourned at 5:30 p.m.

Submitted by:

Barbara Moody, Clerk

Marion Community Member