

APPROVED



Salem Academy Charter School

Minutes

Development Committee Retreat

Date and Time

Wednesday July 16, 2025 at 3:00 PM

Location

Salem Academy Charter School
45 Congress St.
Salem, MA 01970

The Salem Academy Charter School Development Committee will meet at 3:00 PM.

Committee Members Present

Domina DiBiase, Laurie Kennedy, Nohara Lopez-Okoli (remote), Stephanie Callahan

Committee Members Absent

Kara McLaughlin

Guests Present

Fallon Burke

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Laurie Kennedy called a meeting of the Development Committee of Salem Academy Charter School to order on Wednesday Jul 16, 2025 at 3:06 PM.

C. Approve Minutes

Domina DiBiase made a motion to approve the minutes from Development Committee Meeting on 06-04-25.

Nohara Lopez-Okoli seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Development

A. June Development Report & FY25 Summary

Fallon Burke reviewed the June Development Report as of June 30th. We exceeded our goal. The FY26 Private grants came in and were deposited in June 2025.

B. Progress Toward Committee Goals

The committee discussed progress toward its goals.

- **Goal 1:** By June 30, 2025, Salem Academy will raise \$110,000 for the Annual Fund – **Met**.
- **Goal 2:** By March 1, 2025, the Development Committee will help the SACS Development Team produce an annual calendar – **Amended**. New deadline is **October 1, 2025**, using the FY26 Development Plan created by Fallon.
- **Goal 3:** Trustee Engagement – Focus on increasing recurring donors, highlighting that even small monthly contributions can have significant impact. Historical trustee giving data will be reviewed to assess capacity for the upcoming year. Outreach will include personalized recaps of last year's giving, stewardship-focused conversations, and a link for trustees to sign up for a 10-minute call or virtual meeting. Email to be sent by **July 18**; all calls completed by **August 31**. Trustees interested in supporting Reach the Beach will be encouraged to book appointments promptly.
- **Goal 4:** By December 31, 2025, recruit one new trustee with development experience; identify three candidates for engagement by March 30 – **Partially Met**. Laurie was added to the Board in December. Goal amended to also include identifying potential committee members for future engagement.

C. Reach the Beach/REACH Day Planning

The committee reviewed and provided feedback on both the draft campaign narrative and the Reach the Beach sponsorship packet.

D.

FY26 Development Plan Review

Fallon presented a draft FY26 Development Plan, with the first tab outlining the campaign calendar and benchmarks, including tentative goals. The subsequent tabs track timelines and activities, grant opportunities, and grant management. The committee provided feedback, and the plan will be finalized by October 1st.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Fallon Burke