

APPROVED



Salem Academy Charter School

Minutes

Development Committee Meeting

Date and Time

Wednesday August 13, 2025 at 8:00 AM

The Salem Academy Charter School Development Committee will meet at 8:00 AM via Zoom.

Zoom Link: <https://salemacademy.cs.zoom.us/j/84451234567>

Committee Members Present

Domina DiBiase (remote), Fallon Burke (remote), Giselle Ortega (remote), Laurie Kennedy (remote), Nohara Lopez-Okoli (remote), Stephanie Callahan (remote)

Committee Members Absent

None

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 Aug 13, 2025 at 8:03 AM.

C. Approve Minutes

Nohara Lopez-Okoli made a motion to approve the minutes from Development Committee Retreat on 07-16-25.

Stephanie Callahan seconded the motion.

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

II. Development

A. July Development Report

Fallon Burke presented the July Development report to the committee.

B. Reach the Beach/REACH Day Planning

Fallon Burke updated the committee on Reach for the Beach planning. As part of future fundraising strategies, the committee discussed the idea of applying for a Boston Marathon bib and auctioning it off as a way to generate additional support for the campaign.

C. RFC Gala 2026 Planning

Fallon Burke recommended May 15th as the date for the Gala and will reach out to the Hawthorne Hotel to confirm availability. The committee discussed the potential role of an event planner, acknowledging that the budget is tight. Questions remain around when a decision would need to be made and which supports are most essential. Laurie suggested forming a Gala Committee to help with planning, and Nohara expressed interest in participating.

The committee agreed that Fallon will finalize and share a project management/task list. Members who cannot commit to full participation in the Gala Committee may still contribute by taking on specific tasks. The group also considered where cost savings might be found, while emphasizing the importance of balancing limited time and resources without compromising the event's quality, image, or overall experience.

Next Steps:

Fallon will create the project management/task list.

Nohara will review the list and propose a committee structure.

D. FY26 Development Plan Review

E. Progress Toward Committee Goals

- **Goal 1:** Met.
- **Goal 2:** Development of the Annual Calendar is underway and will be finalized by **October 1st**.

- **Goal 3:** Trustee engagement conversations are in progress. Fallon has conducted two conversations so far, with five more scheduled. The committee is hopeful to meet this goal by the end of August.
- **Goal 4:** Trustee recruitment remains an active priority and will continue to be a focus for the committee.

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 9:00 AM.

Respectfully Submitted,
Fallon Burke