

APPROVED



Salem Academy Charter School

Minutes

Development Committee Meeting

Date and Time

Wednesday September 3, 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/91234567890>

Committee Members Present

Fallon Burke (remote), Laurie Kennedy (remote), Nohara Lopez-Okoli (remote), Stephanie Callahan (remote)

Committee Members Absent

Domina DiBiase, Giselle Ortega

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 Sep 3, 2025 at 8:06 AM.

C. Approve Minutes

Stephanie Callahan made a motion to approve the minutes from Development Committee Meeting on 08-13-25.

Fallon Burke seconded the motion.

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

II. Development

A. August Development Report

Fallon presents the August Development Report to the committee.

B. Reach the Beach Updates

Fallon Burke reported steady progress toward the Reach the Beach (RTB) sponsorship and donation goal. The committee reviewed current fundraising efforts and discussed ways to maintain momentum as the race approaches.

Giselle proposed introducing a weekly prize for the Connections Challenge to help sustain engagement and encourage continued participation. This idea will be considered as part of the ongoing RTB fundraising strategy.

C. RFC Gala 2026 Planning

The Reach for College Gala has been officially confirmed for **May 1, 2026**. The committee discussed next steps to ensure early and effective planning.

Fallon will share the confirmed date with the event planner to check their availability and determine when they need a firm commitment.

The committee discussed allowing a **30-day window** to assess what can be accomplished with or without their services.

Key Tasks Include:

Auction: Begin early planning for both live and silent auction items.

Giving Wall/Night of Giving: Maintain the high standard and integrity of this key fundraising element.

The committee emphasized the importance of **preserving the quality and feel of the Gala** while exploring cost-saving opportunities. Working with an event planner would help maintain the event's professionalism and allow staff and volunteers to focus their efforts on other priorities.

D. Progress Toward Committee Goals

Progress on Committee Goals

Goal 1 – Development Calendar

The FY26 Development Plan is effectively serving as the committee's development calendar.

Goal 2 – Trustee Engagement

Conversations have been completed with roughly half of the Board of Trustees. Additional meetings will continue to ensure full participation.

Goal 3 – Annual Fund Goal

The Annual Fund goal has been achieved for FY25. The committee will update this goal for the FY26 fiscal year.

Goal 4 – Trustee Recruitment

Trustee recruitment remains a priority. A parent has reached out expressing interest. The committee discussed potential strategies to attract and engage prospective trustees, such as reviving the "Lunch & Learn" series or inviting community members into the school to increase awareness.

Action Items

- Fallon Burke will reach out to event planners regarding the 2026 Reach for College Gala.
- Laurie will connect with the Foundation Board to explore opportunities for Lunch & Learns.
- The Development Committee will be convened for a dedicated Gala Planning meeting.

E. FY26 Development Plan Review

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 8:55 AM.

Respectfully Submitted,
Fallon Burke