APPROVED

Libertas Academy Charter School

Minutes

Development Committee Meeting

Date and Time
Tuesday December 3, 2024 at 11:00 AM

Committee Members Present
K. Diamond Kayiatos (remote), L. Davis (remote), M. Montero (remote)

Committee Members Absent
P. Robbins

Ex Officio Members Present
D. Guertin (remote)

Guests Present
Emma Gianoplus (remote), Kolby Driscoll (remote), Nicole Coakley (remote), Paul Mancinone (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Diamond Kayiatos called a meeting of the Development Committee of Libertas Academy Charter School to order on Tuesday Dec 3, 2024 at 11:03 AM. Introductions were made to welcome Paul Mancinone to the Dev Committee

C. Approve Minutes

II. Development

A. 2024-25 Plans

Emma updated the group on her work:

- Giving Tuesday newsletter LACs is sending out today . She is adding a QR code and address where checks can be mailed. Newsletter will be sent out this afternoon.
- 1/29 Event Invitation : Committee approved invitation
  - Emma shared the run of show for 1/29 event. DG suggested handing out a one pager with building stats/floorplans for people to look at during tour.
  - Invitees : Board & donors of 10k and more will be invited. Small intimate group (10-15 ideal or 20 -30 on high end)
- 1/30 invite : Open house Slightly different invite from day before. This is the bigger event. Emma will add the URL link and her email for any questions. Wider net .
  - Invite list : friends, donor supporters , key individuals in community, DESE, charter school assoc, parents , city leaders etc.
  - Emma shared the run of show for 1/30 event. To do: work on logistics transitioning from gym drumline to self guided or students led tour .

**Those invited to 1/29 event will only be invited to 1/30 event IF the decline 1/29 invitation.

David and Kobly updated the group on their work:

- Update on annual appeal:
  - Donor/ prospect list combined is close to 500 .
  - Multi-tiered program to solicit people with letter followed by electronic and social media
  - Letters will go out Friday or Monday as year-end approaches .

- Development / Use & sources of funds draft shared with the group. This is a rough draft highlighting goals in need of funding with drafted dollar amount and drafted prospects. This doc shows where we will need support in the future.

B. Friendraising

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 12:02 PM.

Respectfully Submitted,
M. Montero