



**Giving Fund Committee Regular Meeting Minutes**  
**December 9, 2024 from 3:00 to 4:30 p.m. Location: Meadow Room & Zoom**

**Committee Members in Attendance:** Marcia Argyris (Vice Chair), ~~Carla Brown~~, Diane Campbell, Monika De Martini, Mary Fahey, ~~Fred Hertlein~~, Nan Meek (Chair), Betsy Noonan, Karen Stine and Melissa Welch Barker

**Staff & Liaisons:** Patricia West (Staff Lead), Benjamin Levine (Board) and Annie Rosenfeld (General Manager)

**Guest & Others:** Natalie Shea (Committee Applicant)

**1. Opening Business – Nan Meek**

- The meeting was called to order at 3:03 p.m. by Chair, Nan Meek, and a quorum was established.
- Member comments – Toni and Nan gave special thanks to Monika De Martini, as this was her last meeting prior to the expiration of her term.
- Meeting minutes for November 11, 2024 were unanimously approved.

**2. Financial Report – Marcia Argyris**

- TTCF account balances:
  - \$ 71,218 Main Account (reflects decrease of \$60k paid for fall grants)
  - \$ 28,159 Traditional Scholarship Account
  - \$787,818 Impact Scholarship Account
- TDA account balance:
  - \$10,313 Admin/Operations Account

**3. 2025 Task List – Nan Meek**

- The TD Board approved the Draft 2025 Task List on November 22, 2024.
- The Committee reviewed a Summary of 2024 Task List Accomplishments.

**4. TD Board & GF Activities – Toni Moore**

- Reviewed a draft document outlining significant TD Board dates and GF activities for 2025. Discussed timing of fundraising activities and frequency of TD News articles. Suggested edits will be incorporated into the next version of the document.

**5. Personnel – Nan Meek**

- Reviewed the Draft Personnel Report, dated December 4, 2024.
- Two applicants are pending TD Board consideration (Natalie Shea and Lisa Boyd).
- The Committee unanimously supported the nominations of Toni for Chair and Marcia for Vice Chair in 2025. This will be voted on at the January meeting.



- Toni led a discussion of Committee appointments for 2025. Proposed appointments will be incorporated into the Committee’s Organizational Chart and will be reviewed further at the January meeting.
- 6. Donor Relations Subcommittee – Marcia Argyris**
- Marcia and Nan are working on the 2024 Report to Donors. It is anticipated that the report will be completed and mailed out in December.
- 7. Fundraising Subcommittee – Nan Meek**
- The Annual Appeal Campaign is underway. The initial e-mail went out on December 3, followed by tiles in TDA weekly e-blasts.
  - Outreach to donors will occur, along with signage around the TD community.
- 8. Scholarship Subcommittee – Diane Campbell**
- Diane acknowledged Monika for her contributions to the Subcommittee.
  - Diane provided updates on two students.
  - Marcia provided information related to the future status of “Dreamers.”
- 9. Grants Subcommittee – Betsy Noonan for Carla Brown**
- Betsy informed the Committee of final grant selections.
  - The TD Board will be informed of the grant selections at their December meeting.
- 10. Communications Subcommittee – Nan Meek**
- The December TD News article focused on fundraising. The January article will include highlights from the 2024 Report to Donors.
- 11. New Business – All**
- Toni has contacted TTCF to arrange the first coordination meeting for 2025. The meeting will take place in January or February. Toni, Marcia and Nan will attend.
  - 2025 Committee meetings will be held the second Tuesday of each month from 2:30 to 4:00 p.m. on Zoom. July and December meetings will be in-person and on Zoom.
- 12. Upcoming Meeting and Adjournment – Nan Meek**
- The next meeting will be held on January 14, 2025 from 2:30 to 4:00 p.m. by Zoom.
  - The meeting was adjourned at 4:16 p.m.