

<b>Zoom Link</b>	<a href="https://salemacademycs.zoom.us/j/81410222900?pwd=cJgJOk9XQc0B3r25yKV0SIAWPBpAXT.1">https://salemacademycs.zoom.us/j/81410222900?pwd=cJgJOk9XQc0B3r25yKV0SIAWPBpAXT.1</a>
<b>Members Present</b>	Robert Rogers (Chair), Stephanie Callahan, Krissy Sgambellone, Sasha Durand, Jeff Whitmore
<b>Members Absent</b>	David Pabich, Rick Jones, Mark Meche
<b>Guests</b>	Bob Baldwin
<b>Recorder</b>	Fallon Burke
<b>Start Time</b>	8:07 am
<b>End Time</b>	9:01 am

**Minutes:**

- I. The meeting began with a review of the 2023 Facilities Committee Goals. Goal 0, focused on developing a long-term facilities plan, remains partially met as work continues with Bob Baldwin. Stephanie Callahan recommended refining and narrowing down the committee's goals for 2024-2025.
- II. The committee then discussed the draft goals for 2024-2025. Goal 1 centers facilities planning, with Bob Baldwin attempting to meet with Bob Moser of Prime Group to assess the relocation plan for SACS within Shetland Park. Bob Baldwin noted that a non-binding letter of intent within six months could clarify details around building plans, lease arrangements, and rent formula. Robert Rogers recommended broadening Objective 2 to include decisions on overall space needs, while committee members emphasized differentiating short-term from long-term facility planning. Regarding grant opportunities for facilities, Stephanie noted that this goal might fall outside the committee's scope. Updates on the Registry of Deeds space were shared, with Prime remaining open to potential subdivisions while retaining a common loading dock area.
- III. The committee discussed Goal 2, collaborating with the Finance Committee to create a three-year capital expense plan addressing sustainability, security, maintenance, gym and theater upgrades, and IT safety. Jeff recommended creating a priority list.
- IV. Goal 3 covers trustee recruitment, and Goal 4 focuses on identifying three possible environmental sustainability actions, documenting a plan for one. Potential initiatives include composting, gardens, and landscaping. Sasha Duran recommended that the goal be updated to convene stakeholders to explore these projects.

- V. The October 10 meeting minutes were approved, with Jeff moving and Robert seconding the approval.
- VI. Lastly, Krissy Sgambellone delivered facilities updates, which included completed fire inspections, pending door quotes, HVAC grant finalizations regarding gym ductwork, air purifiers, window screens, and the recent halt of the parking lot fundraiser by Prime.
- VII. The meeting adjourned at 9:01 am.

**Documents Referenced During the Meeting:**

- October 2024 Minutes
- Facilities Goals Reflection Sheet
- Facilities Committee Draft Goals
- Draft Strategic Plan