OCEAN PARK ASSOCIATION

Board of Directors
Minutes of Meeting
October 1, 2026

Present: Linda Lauritano, Martine Taylor, Terry Gallagher, Debbie Sousa, Justin Foster, Pat Hager, Bob Hurter, Patty Hurter, Barry Jackman, Lizzie Morrison, Rachel Oatis, Chris Root, Linda Sulkala, Mary Taggart, Dana Whittaker and Fran Day (ex officio)

Absent:

A regular meeting of the Board of Directors of the Ocean Park Association was held via zoom on Thursday, October 1, 2026.

Call to Order. Linda Lauritano, President, declared a quorum and called the meeting to order at 6:33 pm.

Approval of Consent Agenda. The Board reviewed the Consent Agenda, which included the minutes of the August 27, 2026, Board meeting and committee reports from the OPA Development Committee, Property Committee, the Education Committee, Environment and Natural Resources committees and the OPA Program Council. Upon motion duly made by Martine Taylor and seconded by Bob Hurter, the Consent Agenda was unanimously approved.

Environment and Natural Resources Committee – Pesticide Policy

Justin provided an overview of the proposed Integrated Pest Management Policy for Guild Park, including its purpose, the intended use of an integrated pest management approach, treatment restrictions, and the approval process. The process requires the ENRC to review and approve a written treatment plan detailing the proposed treatment and the vendor's licensing and certification. The application must be signed by the ENRC Chair and the person responsible for the treatment. The approved treatment plan will be provided to the OPA office for record-keeping.

Martine Taylor made a motion, seconded by Chris Root, to approve the Integrated Pest Management Policy for Guild Park as presented, with the following recommendations:

- **Material Safety Data Sheet (MSDS):** Include the product's MSDS with the written application. The document, available online, provides information on product identification, manufacturer details, ingredients, storage and handling precautions, and disposal guidance.

- **Scope of Policy:** Expand the policy to include other properties owned by the Ocean Park Association.

The motion was approved unanimously. Bob Hurter will provide an update to the Property Committee.

Executive Director's Report. Fran Day provided her report in the shared Google Drive folder and presented the following additional updates.

2026 Summer Season Reports: Fran is working with committees to collect final reports on summer activities.

Fourth Quarter 2026 Stewardship and Fundraising Initiatives:

- **Thank-a-Thon:** Board members, staff, and Development Committee members will each receive a list of 15 individuals to contact, along with instructions for the calls. The purpose is to thank OPA donors for their support. Contact lists will be rotated in the spring to reach different individuals. Calls must be completed by October 31. Members were asked to provide Rachel with suggestions for additional talking points.
- **October/November Raffle:** An online raffle is planned to maintain interest and participation among individuals who do not reside in Ocean Park. The fundraising goal is $10,000, with approximately 25 prizes planned.
- **November Year-End Appeal:** The fundraising goal is $95,000.
- **Membership Renewals:** Renewal notices will be sent by email with a link for online renewal. Paper invoices will be mailed in January to those who have not renewed online by December.

Donor Engagement and Growth: Fran expressed concern that OPA may be approaching donor saturation, noting that approximately 70% of members contribute to additional fundraising efforts. She emphasized the need to broaden the donor and membership base while avoiding donor fatigue. OPA plans to explore purchasing lists of prospective high-net-worth donors in early 2027, with the goal of expanding the potential donor pool by year-end.

President's Report:

Housekeeping and Board Business

Committee Meeting Reports: Board members were reminded to upload committee meeting minutes to the shared folders. All members should have permission to upload documents. Minutes should be clearly labeled for easy identification.

Community Cleanup Date: The Board recommended May 22, 2027, for the community cleanup. A Board meeting is also scheduled for that afternoon. Debbie will communicate the date to Marcia and Jim.

July 4th Parade: Since July 4, 2027, falls on a Sunday, Monday, July 5, will be the observed holiday for many employers. The Board recommended holding the parade on Monday, July 5. Permit applications for the parade and other summer programs will be submitted to the Town.

Booklet Deadline: All materials must be submitted by March 15.

Board Meeting Schedule:

- There will be no full Board meeting in October or November. The next full Board meeting is scheduled for January 28, 2027.
- Operational Board meetings are scheduled for October 22 and November 19.
- The Program Council meeting is scheduled for October 15.

Committee Chair Updates
Linda invited each Committee Chair to provide an update.

Leadership & Nominating: Lizzie will organize a joint meeting of Committee Chairs for a brief orientation session, referred to as "Chair Bootcamp."

Environmental & Natural Resources: The committee is developing a new website page to provide updates on ongoing projects.

Program Council: The committee will meet on October 15 to review survey results. The results will be published in the *Bell Tower*. The possibility of offering an incentive to encourage survey participation next year was discussed.

Education Committee: The committee reviewed attendance across the summer programs, with several programs reporting strong participation. Planning for 2027 is underway, with at least four programs confirmed. The goal is to finalize the full program lineup by December. Attendance at *Let's Talk About It* increased significantly.

Religious & Cultural: Average attendance at morning worship was 210. The 2027 theme will be "Anchor in Belonging," and six guest preachers have been confirmed. Brian DeYoung will attend Religious & Cultural Committee meetings.

Four preseason worship services are planned, beginning May 30, followed by 11 regular Sunday services. Sunday evening concerts also had strong attendance, with no rain dates needed.

Brian and his wife were scheduled to be in Ocean Park on October 9–10 to discuss expectations and strategies. A sponsorship package, including opportunities for the band concert series, is expected to be ready by year-end. Multiple sponsorship levels will be offered.

Recreation: The summer season went well, with an average of 15 children attending the Rec Hall each day. The committee is reviewing staffing needs and plans to interview candidates for the 2027 season, including schoolteachers. Given limited participation in dances, the committee is considering discontinuing them in favor of activities that better reflect the interests of the children, whose average age is 8–12. The committee is also interviewing potential Rec Hall Directors and evaluating programs to better meet participants' interests.

Educational Bureau: Pat reported that Fairy Garden Day was successful. Camp attendance was as follows:

- Art Camp reached its maximum capacity of 12 participants and maintained a waiting list.
- Dance Camp had 15 participants, with a goal of increasing enrollment.
- Ecology Camp had 19 participants.
- Talent Show had 17 participants.
- Beach Olympics had 20 participants.

Overall, the bureau was pleased with program participation. A new Art teacher is needed. The committee noted that participation varies by age, as some older children attend other camps. Older participants may be more likely to enroll in the performance and dance programs when siblings also participate. The Educational Bureau is consulting with Deb, Lisa, and Judy to draw on their staff connections and identify potential candidates among older teenagers who may be a good fit for the programs.

Administration & Finance: Work is underway on the 2027 budget and Committee Chair orientation. The committee also encouraged volunteers to submit their volunteer hours. This information is valuable to Fran when preparing grant applications because it demonstrates community involvement, commitment, and the broader impact of OPA's programs. Volunteer contributions can help strengthen OPA's case for funding.

Property Committee: Subcommittees are developing a five-year maintenance plan for OPA buildings and a rubric to help prioritize building projects. Peter Anania has been particularly helpful, drawing on his construction background.

Development: Dana and Rachel have uploaded committee minutes and are working to refine and tighten project timelines.

Technology: Infrastructure planning is underway, and plans are in place to upgrade the network.

Committee Goals and Strategic Plan
Linda asked each committee to submit its goals to support strategic planning and the development of measures to track progress toward those goals.

Ocean Park Realty Update
The next meeting is scheduled for October 17, 2026, where we will review our 2027 and vote a dividend distribution to the OPA. Our rental goal was met ($1M) but the sales goal was not met as we are subject to market conditions. The Board will continue to identify ways to support Chris.

Treasurer's Report:
Terry provided the Board with an overview of OPA's current financial position and the following updates:

- **Financial Position:** OPA is projecting a deficit of approximately $50,000 due to several factors, including grants that were not received as anticipated and higher expenses. A portion of the shortfall was offset by the profit from the Gala. The goal is to reach break-even, and the organization is making progress toward that objective.
- **2027 Budget:** The 2027 budget is being developed with realistic assumptions and is intended to reflect achievable financial expectations.
- **Investments and Restricted Funds:** OPA's investments are growing. The committee discussed the need to shift toward a greater share of unrestricted giving to provide more flexibility in funding organizational needs. A portion of the investments may also be available for capital expenses.
- **Insurance and Financial Reporting:** The committee is reviewing OPA's insurance coverage. A new Administration & Finance Committee member with an insurance background has been helpful with this review. Work is also underway on the Form 990 filings, which will be presented for a vote once finalized.
- **Financial Systems:** Work is underway to transition OPA's financial systems.
- **Funding Request Forms:** The committee is developing two forms for funding requests: one for larger capital improvement projects, requiring supporting information such as project scope and cost estimates, and another for smaller operational expenses.
- **Treatment Costs:** Fran met with Justin to discuss treatment costs. Approximately $19,000 is currently available for this purpose.

- **Portland Trust Account:** A $50,000 withdrawal will be made from the Portland Trust account to help cover the projected shortfall. The matter will proceed through the Administration & Finance Committee for a recommendation and then to the Executive Committee for approval, rather than to the full Board.

New Business:

Adjournment: There being no further business to come before the meeting, the meeting was adjourned by the President at 8:08 PM.

Deborah Sousa

Deborah Sousa, Secretary