



**Neighborhood Falmouth Board of Directors  
Meeting Agenda**

January 15, 2025 - 3:00 pm

**AGENDA**

Welcome – President Joe Andrews

Words from Mike Bihari

Approve minutes from December Board meeting

Treasurer’s Report – Ove Asendorf

Director’s Report – Sarah Stevenson & Jamie Thibodeau

Committee Reports

- MSAC Committee – Marion Bihari
- Governance Committee – Joe Andrews

Neighborhood Falmouth Future Plans:

- Staffing Plan 2026: Jamie & Sarah roles & background

Items of Interest

- Board succession
- Development Committee
- Strategy Committee
- Calendaring
- MISTF Proposal

On the Calendar:

- Monthly Member-Volunteer Lunch  
Wednesday, January 14<sup>th</sup> 12:00 PM at Quarterdeck
- MLK Breakfast January 15 at the Coonamessett
- Library Presentation: MV Savings Bank- Strong, Safe, and Savvy  
Wednesday, January 28<sup>th</sup> @ 1:30PM
- Next Board meeting: February 19<sup>th</sup> @ 3PM, NF HQ
- Annual Meeting: April 2, 2026 at Falmouth Veterans Center
- Spring gala: May 1, 2026 at Coonamessett Inn

Adjourn

**NEIGHBORHOOD FALMOUTH  
BOARD OF DIRECTORS MEETING MINUTES  
LOCATION:NF Office Queen's Byway**

**December 16, 2025**

**DIRECTORS PRESENT :** Joe Andrews, Ove Asendorf, Marion Bihari, Rev. Nell Fields, Roger Landry, Dan Leader, Amy Loewenberg, Tom Maine, Michael McNaught, Kit O'Connor, Stephanie Prior, Bob Spadafora

**DIRECTORS ABSENT:** Michael Bihari, Bob Mascali, Phil Walker

**ALSO PRESENT:** Candice Geers, Executive Director and Sarah Stevenson and Jamie Thibodeau, future Co-Directors

Joe Andrews stood in for Michael Bihari and opened the meeting at 3:05 PM

VOTED: To approve the minutes of November 20, 2025

**TREASURER'S REPORT:** Ove Asendorf presented the Treasurer's report and the NF Statement of Financial Position and pointed out we are in good shape financially.

Year to date Income is \$315,194 nearly \$46,000 more than budget and Total Expenditures are \$256,609, nearly \$20,000 below budget and Net Revenue is \$67,534.

As of November 30,2025 NF has \$474,984 in Total Current Assets and \$60,000 is in cash.

Candice informed us that NF hasn't been billed for electricity since January though she has mentioned it to the landlord and it continues to be included in the budget.

There was discussion about what to do with the CDs, as one is about to roll over and likely at only 3% and NF has at least \$400,000 in CDs.

The discussion included Tom asking what are we saving for, or planning on investing in, concerned our healthy bank account may be interfering with our qualifying for grants and having a big plan may attract more interest and funds. It was suggested we consider buying a space for NF or a van. It was agreed we need to assess the long term goals for the money and therefore need a committee to discuss and make decisions. Joe asked work be done to outline a Development and Investment Committee.

Nell asked what the goals of the last Strategic Plan were and it was agreed we should bring ideas to the January meeting what would be feasible for NF to embark on in the future. It was mentioned that the 3 new board members next Spring may have some good ideas to contribute as well.

Candace agreed to find the results of the last Strategic Plan from October 2023.

VOTED: To accept the Treasurer's report.

**EXECUTIVE DIRECTOR'S REPORT:** Candice reports NF now has 150 members, The waitlist is 67, and Sarah will be taking over onboarding new members. She reports they are now averaging 12-15 requests a day up from 8/day so it's more important than ever to recruit new volunteers. Candice challenged all the board members to each recruit 2 new volunteers to do a ride a month or 4 hours of answering the telephone. Volunteers are currently helping but there are 3 days needing coverage. This is a connection for many members and some like to talk for extended periods of time.

The Grand Prix Auto School Safe Driving program has another presentation at Falmouth Public Library December 18 regarding safe driving , including tips for Winter driving.

## **Marketing Update:**

Candice was commended for her excellent participation in a radio interview with Mindy Todd on WCAI's The Point on December 10th regarding Social engagement for healthy aging and it was suggested a link to the interview be included on the NF website.

Questions were raised as to how Nauset has recruited 400 volunteers to help with their Cape Villages program which also requires a weeks advance notice and restricts the frequency of requests by their members.

Grant Updates: \$127,853 raised versus budgeted \$95,000.

Awarded \$14K from Stanley Watson (10K for operations & 4K for endowment) & \$5000 from Lyndon Lorusso (\$10K less than requested)

Still awaiting \$10K Chas Farnsworth Trust & Denied \$10K for Home Maintenance Fund from Falmouth Fund

**VOLUNTEER COMMITTEE:** Sarah reviewed the report for November. Highlights included a 96% fulfillment rate and the 3 new volunteers in November, ( 41 new volunteers Year to date) have all taken requests already. It's anticipated there will be a total of 4300 total requests this year versus 4000 last year.

Unfortunately, the Falmouth Police Officers have not continued their initial participation and Sarah will reach out to the liaison person, Julia Messing, to discuss.

12 potentially new volunteers were signed up at the Cape Cod Church in November. Posters will be going up again to advertise volunteering for NF.

Amy suggested approaching neighborhood associations to see if they might help with neighbor members' trash roll outs. And another talk on the benefits of volunteerism at FPL was suggested.

Only 6 requests (2 for rides & 4 social visits) went unfulfilled in November.

**MEMBER SERVICES AND ACTIVITIES COMMITTEE:** Marion reports Bob Mascali will be giving a talk December 17 at FPL on Challenges of Aging/ Estate Planning.

January 2026 a Fraud and Scams program by MV Savings Bank will take place at FPL and she is looking for ideas for future programs from board members. Candice suggested checking the AARP speakers bureau.

**GOVERNANCE :** Joe Andrews, Vice~President, reports they have decided to push the Members' Survey out till Spring, mid May, and suggested it be called the Members Illumination Spring Survey Task Force (MISTF)

Joe will meet with Karen Oppenheimer again Jan 6, 2026 and reminded us we will need to implement changes suggested after the survey is completed.

## **FUTURE PLANS:**

Candice updated the proposed budget with \$102K anticipated for Membership income.

An increase in salaries and other office expenses accounted for the \$36K increase in expenses anticipated.

Candice expressed concern regarding the Hermann Foundation Grant of \$65K ; she has submitted the grant request for 2026 with a lot of information about our current activities. She also expects to send a Letter of Intent to the Bilizikians. We requested \$14K last year and got a letter back requesting we fill out the grant application for \$10K but encouraged to try for \$14K again in 2026.

They prefer to support programs with long term plans.

Joe called for discussion and a vote to approve the 2026 Budget.

**VOTED: All present voted to approve the 2026 Budget**

Sarah and Jamie will become co directors in January and Candice will be stepping back to a more advisory role. Candice asked us all to help Jamie and Sarah as they assume their new roles and they both expressed enthusiasm and excitement for taking on more responsibility and challenges.

Joe gave a heartfelt talk recounting his first meeting and hiring Candice as the Executive Director and commended her for her enthusiasm for her work and her many achievements. He expressed his gratitude and appreciation for all she has accomplished and the board concurred. It has been a pleasure working with Candice and NF is stronger than ever because of her leadership.

**DEVELOPMENT:** Discussion on forming this committee deferred to January.

**The next board meeting will be Thursday, January 15, 2026**

**MLK Breakfast** will be January 19, 2026 at the Coonamessett Inn

**No Place for Hate Fair** will be March 15, 2026

The next Annual Meeting will be April 2, 2026 Venue TBD, awaiting word from the Falmouth VA

The May Day Soirée will be May 1, 2026 at the Coonamessett Inn.

**Meeting Adjourned at 4:15**

Respectfully submitted, Stephanie Prior, Co-Clerk

**Statement of Financial Position**  
**Neighborhood Falmouth**  
**As of January 13, 2026**

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1000 Cash	0.00
1040 MV Bank - Checking - Operating	68,349.83
1050 MV Bank - Savings - Scholarship	6,551.02
<b>Total for 1000 Cash</b>	<b>\$74,900.85</b>
1071 Cape Cod 5 - High Yield Savings	183,122.04
1081 Cape & Coast Bank CD	121,902.76
1082 CC5 CD - Long Term Growth/Endowment Fund	58,148.57
320140700 Eastern Bank CD	51,020.78
<b>Total for Bank Accounts</b>	<b>\$489,095.00</b>
<b>Total for Current Assets</b>	<b>\$489,095.00</b>
<b>Total for Fixed Assets</b>	<b>\$6,044.35</b>
<b>Total for Assets</b>	<b>\$495,139.35</b>
<b>Liabilities and Equity</b>	
24100 Deferred Income-Scholarship	-7,768.98
<b>Total for Other Current Liabilities</b>	<b>-\$7,835.45</b>
<b>Total for Current Liabilities</b>	<b>-\$7,835.45</b>
<b>Total for Liabilities</b>	<b>-\$7,835.45</b>
Equity	
32000 Unrestricted Net Assets	496,506.05
Net Income	6,468.75
<b>Total for Equity</b>	<b>\$502,974.80</b>
<b>Total for Liabilities and Equity</b>	<b>\$495,139.35</b>

Cash Basis Tuesday, January 13, 2026 04:52 PM GMTZ

**Neighborhood Falmouth  
Treasurer's Report  
25-Dec**

	Dec 2025		Year to Date	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
<b>4000 Income</b>				
4010 Membership	8,280	6,750	93,640	74,000
4020 Donations	19,119	7,000	95,575	75,000
4040 Foundations/Grants	10,000	2,000	127,853	95,000
4050 Fund Raiser			32,649	40,000
4060 Memorial			2,875	
4070 Designated Gifts	4,013	4,000	4,013	4,000
<b>Total 4000 Income</b>	<b>\$ 41,411</b>	<b>\$ 19,750</b>	<b>\$ 356,605</b>	<b>\$ 288,000</b>
<b>Expenditures</b>				
<b>5000 Office</b>				
5010 Postage	1,529	900	7,857	6,500
5020 Equipment/ Computer Hardware	680		1,905	1,500
5030 Office Supplies & Expenses	2,934	1,450	13,656	16,000
5040 Printing	275	292	3,875	3,500
5050 Computer Software /Support	547	625	7,478	7,500
<b>Total 5000 Office</b>	<b>\$ 5,965</b>	<b>\$ 3,267</b>	<b>\$ 34,771</b>	<b>\$ 35,000</b>
<b>5100 Payroll</b>				
5110 Salaries & Wages	13,632	13,750	162,970	165,000
5120 Payroll Tax Expense	1,043	1,238	14,500	14,850
<b>Total 5100 Payroll</b>	<b>\$ 14,675</b>	<b>\$ 14,988</b>	<b>\$ 177,470</b>	<b>\$ 179,850</b>
<b>5200 Insurance</b>				
5210 General Insurance			6,628	5,960
5220 Workman's Comp Insurance			340	340
5230 Umbrella Policy			150	300
<b>Total 5200 Insurance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 7,118</b>	<b>\$ 6,600</b>
<b>5300 Additional Expenses</b>				
5310 Payroll Processing	519	167	1,998	2,000
5311 Professional Fees		0	840	5,000
5312 Contract Services	583	400	3,316	5,000
5320 Telephone	180	167	1,937	2,000
5325 Rent	1,800	1,854	21,600	22,000
5326 Utilities		250	282	3,000
5330 Training Costs		58	1,601	700
5340 Website			574	750
5345 Development Expenses		250		1,000
5350 Event Expenses	200	100	10,649	15,000
5355 Special Member Programs	638	333	9,105	5,000
5360 Dues & Memberships		83	980	1,000
5370 Marketing	1,238	1,083	8,877	13,000
5385 Credit Card Fees	3	100	1,157	1,200
<b>Total 5300 Additional Expenses</b>	<b>\$ 5,161</b>	<b>\$ 4,846</b>	<b>\$ 62,925</b>	<b>\$ 76,650</b>
7020 Massachusetts Taxes and Fees		10	125	125
<b>Total Expenditures</b>	<b>\$ 25,801</b>	<b>\$ 23,110</b>	<b>\$ 282,410</b>	<b>\$ 298,225</b>
4065 Interest Earned	2,005	833	12,783	10,000
8010 Depreciation Expense	166	166	1,995	1,995
<b>Net Revenue</b>	<b>\$ 17,450</b>	<b>-\$ 2,693</b>	<b>\$ 84,983</b>	<b>-\$ 2,220</b>

## Neighborhood Falmouth 2026 Budget

	<b>Total</b>
	<b>Budget</b>
<b>Revenue</b>	
4000 Income	0.00
4010 Membership	102,000.00
4020 Donations	75,000.00
4040 Foundations/Grants	95,000.00
4050 Fund Raiser	36,000.00
4060 Memorial	0.00
4070 Designated Gifts	4,000.00
<b>Total 4000 Income</b>	<b>\$ 312,000.00</b>
<b>Total Revenue</b>	<b>\$ 312,000.00</b>
<b>Gross Profit</b>	<b>\$ 312,000.00</b>
<b>Expenditures</b>	
5000 Office	0.00
5010 Postage	7,850.00
5020 Equipment/ Computer Hardware	1,500.00
5030 Office Supplies & Expenses	16,000.00
5040 Printing	4,200.00
5050 Computer Software /Support	7,500.00
<b>Total 5000 Office</b>	<b>\$ 37,050.00</b>
5100 Payroll	0.00
5110 Salaries & Wages	180,000.00
5120 Payroll Tax Expense	15,000.00
<b>Total 5100 Payroll</b>	<b>\$ 195,000.00</b>
5200 Insurance	0.00
5210 General Insurance	7,300.00
5220 Workman's Comp Insurance	350.00
5230 Umbrella Policy	300.00
<b>Total 5200 Insurance</b>	<b>\$ 7,950.00</b>
5300 Additional Expenses	0.00
5310 Payroll Processing	2,500.00
5311 Professional Fees	1,000.00
5312 Contract Services	5,000.00
5320 Telephone	3,000.00
5325 Rent	22,660.00
5326 Utilities	2,500.00
5330 Training Costs	2,000.00
5340 Website	1,000.00
5345 Development Expenses	2,000.00
5350 Event Expenses	15,000.00
5355 Special Member Programs	10,000.00
5360 Dues & Memberships	1,200.00
5370 Marketing	13,000.00
5385 Credit Card Fees	1,400.00
<b>Total 5300 Additional Expenses</b>	<b>\$ 82,260.00</b>
7000 Business Tax	0.00
7020 Massachusetts Taxes and Fees	140.00
<b>Total 7000 Business Tax</b>	<b>\$ 140.00</b>
<b>Total Expenditures</b>	<b>\$ 322,400.00</b>
<b>Net Operating Revenue</b>	<b>-\$ 10,400.00</b>
<b>Other Revenue</b>	
4065 Interest Earned	10,000.00
<b>Total Other Revenue</b>	<b>\$ 10,000.00</b>
<b>Other Expenditures</b>	
8010 Depreciation Expense	2,000.00
Reconciliation Discrepancies-1	0.00
<b>Total Other Expenditures</b>	<b>\$ 2,000.00</b>
<b>Net Other Revenue</b>	<b>\$ 8,000.00</b>
<b>Net Revenue</b>	<b>-\$ 2,400.00</b>



January 2026

## Directors Report

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### Member Update

We currently have 153 members and 64 on the wait list. 2 prospective members pending for January

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### Volunteer Committee & Activity Update

98% fulfillment rate for end December with 356 requests fulfilled

Averaging 347 monthly requests in the past three months

We finished off 2025 with a total of 45 new volunteers, 13 less than 2024

Seven requests went unfulfilled in December: 5 social visits and 2 Hyannis transport requests

We are starting off the year well with regards to activity and fulfillment; we have one new volunteer in the queue.

Most new volunteers report finding us through word of mouth, posters, and rack cards.

Discussion in the works about volunteer social/morning coffee & muffins.

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### Grant Updates

**Awaiting Decision:** Charles Farnsworth Trust - \$10,000 General Operations

**Awaiting Invitation to Submit Application:** Bilezikian Family Foundation

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### Fundraising Updates

**End of Year 2025:** \$20,525 of \$20,000 goal

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### Marketing Updates

Volunteer ads running in Falmouth Enterprise January 9<sup>th</sup> and January 24<sup>th</sup>

NEIGHBORHOOD FALMOUTH MSAC

Monday, January 5, 2026

Participating: Marion Bihari, presiding; Marcia Easterling, clerk; Joanne Blum-Carnevale, Grace Leva, Amy Loewenberg, Vicky Lowell, Kit O'Connor, Annie Outlaw, Lee Turner, Sarah Stevenson, NF Director, Jamie Thibodeau NF Director

Absent: Rhona Carlton-Foss, Beth Finn, Dorothy Hatch

Birthday Cards: January... Marion /Members, January... Annie / Volunteers

February.....Lee  
March.....Marcia  
April..... Kit  
May ..... Amy  
June ..... Grace

Monthly Lunch... Wednesday January 14<sup>th</sup>, 2026, Noon Quarterdeck

January 28 Library presentation: Strong, Safe and Savvy. Martha's Vineyard Savings Bank 1:30PM Hermann Room

February Lunch... Divine Pizza Wednesday February 18, 2026, Noon

February 25<sup>th</sup> Library Presentation: Dan Leader, Board member: Taxes on Social Security plus Filing status, Itemizing and more. 1:30PM Hermann Room

Suggestions for future Library Events:

Cotuit Center of the Arts  
Decluttering  
Journaling.... Sarah to get back to Marion  
Meditation “  
Memoirs/Legacy Letter .. Debra levy/ Annie to check out  
Caregiving  
Council on Aging  
Rhode Scholar

Discuss having an article in Enterprise regarding Volunteer Opportunities in Falmouth.  
List Organizations/ Contact Number/ etc.

Next meeting: Monday Feb. 2 1:30PM/Zoom

# Volunteer Committee Report – December 2025

## December 2025 Membership

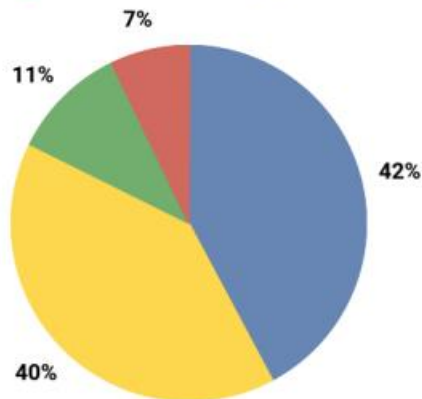
### Members

#### Types

Category	December 2024	November 2025	December 2025	Growth in Last Month	Growth in Last Year
Individual 12 months	39	62	64	+3%	+64%
Household 12 months	17	15	16	+7%	-6%
Individual 6 months	63	57	61	+7%	-3%
Household 6 months	13	11	11	0%	-15%
Total Members	132	145	152	+5%	+15%

### Members Breakdown (December 2025)

■ Individual 12 months ■ Individual 6 months ■ Household 12 months  
■ Household 6 months ■ Other



## December 2025 Volunteers Providing Services

### Volunteers

#### Active Volunteers

Category	December 2024	November 2025	December 2025	Growth in Last Month	Growth in Last Year
Volunteers Providing Services	63	79	72	-9%	+14%
Volunteers not Providing Services	170	120	134	+12%	-21%
Total Volunteers	233	199	206	+4%	-12%

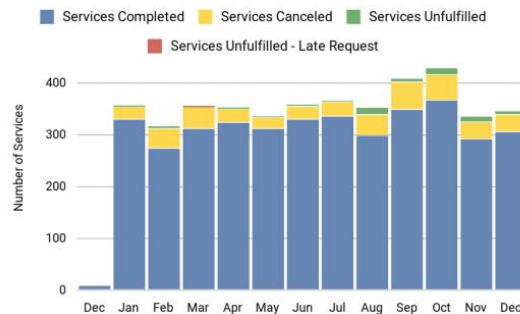
## December 2025 Services Completed

### Services

#### Services Completed

Category	December 2024	November 2025	December 2025	Growth in Last Month	Growth in Last Year
Services Requested	337	349	356	+2%	+6%
Services Completed	294	301	315	+5%	+7%
Services Canceled	42	37	35	-5%	-17%
Services Unfulfilled	1	11	7	-36%	+600%
Services Unfulfilled - Late Request	0	0	0	-	-
Fulfillment Rate	100%	96%	98%	+2%	-2%

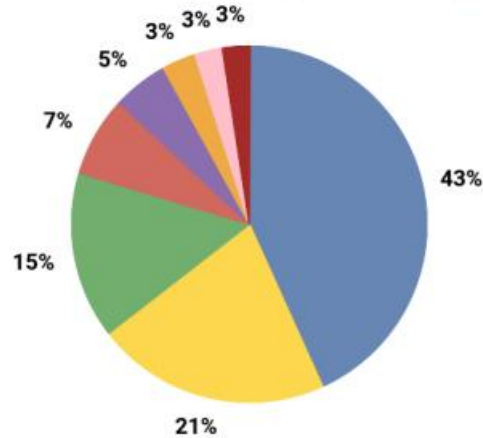
#### Services per Month



# December 2025 Service Type Breakdown

## Service Type Breakdown (December 2025)

■ Transportation 
 ■ Trash 
 ■ Social Visit 
 ■ Grocery Shopping / Delivery 
 ■ Office Answering Phones 
 ■ Other 
 ■ Handy Person 
 ■ Organizing



### Service Type Breakdown

Category	December 2024	November 2025	December 2025	Growth in Last Month	Growth in Last Year
Grocery Shopping / Delivery	22	30	26	-13%	+18%
Handy Person	13	10	9	-10%	-31%
Home Monitoring	3	0	0	-	-100%
Office Answering Phones	15	15	18	+20%	+20%
Office Envelope Stuffing, Stamping, Stapling	3	6	8	+33%	+167%
Organizing	2	9	9	0%	+350%
Running Errands	2	1	1	0%	-50%
Social Visit	39	51	54	+6%	+38%
Tech	0	0	2	-	-
Transportation	200	161	154	-4%	-23%
Trash	38	68	76	+12%	+100%
<b>Total</b>	<b>337</b>	<b>349</b>	<b>356</b>	<b>+2%</b>	<b>+6%</b>

**Volunteer Overview:**

**72 unique volunteers took requests in December**

**75 unique volunteers took requests in November**

**82 unique volunteers took requests in October**

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**60 unique members made requests in December**

**60 unique members made requests in November**

**65 unique members made requests in October**

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**New Volunteers**

**2025: 45 onboarded ytd (4 new in December/0 pending)**

**4 of 4 new Vs already fulfilling requests**

**2024: 58 new Vs as of end December/58 total for the year**

**2023: 37**

**NOTES:**

**Current waitlist = 66 ↓**

**\*\*7 requests went unfulfilled in December (four less than last month): 5 social visits, 2 transportation requests \*\***

We continue an aggressive, targeted campaign in the Falmouth community; to expand new volunteer on boarding as well as develop strategic goals for growth and reorganization so we can maintain a 95 - 100% fulfillment rate.



# **Proposal: Understanding the Social Needs of Older Adults in Falmouth Aging in Place**

Submitted to: Neighborhood Falmouth

Submitted by: Found Creative Connections (foundcreativeconnections.com)

Date: November 12, 2025

## **Overview**

This proposal outlines a Phase One partnership between Neighborhood Falmouth (NF) and Found Creative Connections (Found) to understand how loneliness and social connection impact NF members.

## **Why This Matters: The Health Impact of Loneliness**

Loneliness is a serious health risk. According to the U.S. Surgeon General, social isolation increases the risk of:

- depression and anxiety
- heart disease and stroke
- cognitive decline and dementia
- early mortality (comparable to smoking 15 cigarettes a day)

U.S. Department of Health and Human Services, Office of the U.S. Surgeon General. *Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community*. May 2023.

As NF staff, volunteers, and leaders know firsthand, older adults can be especially vulnerable to the negative impacts of isolation. Before designing and investing in solutions, it is wise to investigate and periodically update the assumptions that underlie program delivery. This ensures alignment with the unique challenges, assets, and aspirations of program participants in the NF and Falmouth ecosystem.

## **Phase One: Discovery**

As an initial step in our partnership, I recommend developing and disseminating a survey for program participants with the aim of a 100% response rate. Taking into consideration that your members may face barriers to completing electronic surveys, Found recommends providing volunteer training to support data collection. Once

these steps are completed, the survey data would be used to identify themes and areas for deeper exploration via in-depth interviews.

Through one-on-one interviews with a sample of 10 NF members, I would uncover information that will shed a light on the emotional and social needs of your members. Following this step, I suggest we design and host 2 focus groups. The focus groups would explore participants' responses to the themes from the first two steps and provide an opportunity for members to share solutions that could address their needs. The findings will be synthesized into a report that NF can use to guide future programming or partnerships, as well as to aid marketing and fundraising efforts.

## **Objectives**

- Learn directly from NF members about their experiences of connection, isolation, and community.
- Identify themes related to NF members' expectations and needs as well as possible benefits and gaps connected to current support structures.
- Continue to build trust and good will with key stakeholders such as board members, staff, volunteers, donors, and program participants by investing in a community-informed process.
- Inspire ideas to enhance members' social-emotional fulfillment.

## **Activities & Deliverables**

### **Survey**

- Design survey questions in collaboration with key stakeholders.
- Conduct a high-level analysis of survey responses to identify key themes for 1:1 interviews.

### **Volunteer Training**

- Design and deliver a one-hour training session to prepare volunteers for survey data collection in partnership with NF's Volunteer Manager.
- Create a volunteer agreement that outlines volunteers' commitment to maintaining confidentiality and the integrity of participant responses.

### **Interviews**

- Develop interview questions based on survey findings.
- Conduct 10 one-on-one interviews with NF members (1.5 hours each).

## **Focus Groups**

- Design focus-group questions informed by survey and interview data, to generate community-driven solutions and responses to recurring themes.
- Facilitate 2 focus group sessions.

## **Data Analysis & Synthesis**

- Compile quantitative and qualitative data from the survey, interviews, and focus groups to capture overarching themes and actionable ideas for next steps.

## **Report**

- Produce a report consisting of a quantitative and qualitative summary of major themes and findings, including sample anecdotes to humanize findings and suggestions for possible next steps.

## **Budget Estimate**

The budget on the following page reflects a discounted first-time nonprofit hourly rate of \$100/hour, contingent on the client's agreement that Found Creative Connections may include Neighborhood Falmouth's organization on its client list with corresponding logo, capture and use photos, and request testimonials for business-development purposes. Found Creative Connections will provide a photo-release form for participants and will not charge overnight-stay fees for travel.

### **Option 1 (included on next page)**

5 meetings (email communications not included)  
10 participant interviews  
4 trips  
2 focus groups

### **Option 2**

3 meetings (email communications not included)  
6 interviews with corresponding mileage adjustment  
3 hours to partner with volunteer manager  
3 trips  
1 focus group.....estimated savings \$1,553

## Option 1

Item	Quantity	Rate	Total
Meetings (co-designing or pre-wiring surveys, interview questions, volunteer training, and other meetings)	5 hours	\$100/hr	\$500
Volunteer Training Creation & Facilitation	8 hours	\$100/hr	\$800
Survey Creation & Initial Analysis	20 hours	\$100/hr	\$2,000
Participant Interview Design & Facilitation	20 hours	\$100/hr	\$2,000
Mileage for program participant interviews	100 miles	\$0.70/mile	\$70
Round-trip travel fee	4 trips	\$25	\$100
Focus Group Design & Facilitation	8 hours	\$100/hr	\$800
Data Analysis & Report Writing	50 hours	\$100/hr	\$5,000
<b>Estimated Total</b>			<b>\$11,270</b>

## **Why Found Creative Connections?**

Found Creative Connections designs and delivers programming that connects people on a deeper level. We inspire real relationships through community-informed, customized, and creative prompts, activities, frameworks, and strategies so your people engage, collaborate and stay. Our approach to sourcing community wisdom is not solely about data collection—it's also about community engagement. Found guides conversations with warmth, humor, intentionality, and curiosity to strengthen stakeholder belonging and participation.

## **About the Consultant: Falmouth Roots, Community Focus**

My name is Caryn Oppenheim. I am the founder of Found Creative Connections. Growing up in Falmouth, my parents and neighbors taught me what it means to be part of a community—one where people cross the street to show interest and offer assistance.

I am a trained coach, facilitator, and consultant. With more than 13 years of experience in the nonprofit sector working with diverse individuals and organizations, and an MBA in nonprofit management with a focus on social impact, I bring both strategic thinking and hands-on implementation experience to my client partnerships.

It would be meaningful to me to contribute to NF's mission of helping older Falmouth adults live independently and comfortably. My background in community engagement, DEIB, volunteer management, and program development combined with your team's expertise and institutional knowledge, positions us to achieve meaningful results. For a more in-depth look at my professional and volunteer activities, including recommendations, please see my LinkedIn [profile](#).

## **Next Steps**

I would welcome the opportunity to dive into the discovery phase in partnership with NF's leadership and volunteers. The insights we gather will provide a strong foundation for future strategic planning, fundraising campaigns, program design and delivery, and marketing efforts. Please feel free to contact me with any questions at [caryn@foundcreativeconnections.com](mailto:caryn@foundcreativeconnections.com) and let me know if you would like me to send an updated version of my consulting agreement tailored to this project. Thank you for your ongoing dedication to the well-being of your community members.