

New Shutesbury Library Fundraising Committee Meeting
Tuesday, January 11th, 2011, Shutesbury Elementary School, 7 pm

Members Present: Karen Traub, Jen Davies, Weezie Houle, George Arvanitis and Jane Urban

Members Absent: Susie Mosher, Kristin Mattocks

Non-members present: Becky Torres, Matt Blumenfeld

1. Review Contract with Committee
2. Discuss contract with FDA
 - a. Scope of work
 - i. Do 25 – 30 Interviews
 - ii. Layout recommendations and campaign timeline
 - iii. He wants to see the grant to develop the vision statement
 - iv. Next steps
 1. Establish the preliminary list for interview candidates (FDA provides template and guidance and library provides names and contact info.) Guidelines for list: cross section of the community; folks who are both pro and con the project. Karen will be point person for list. This will take 2 weeks to generate.
 2. Draft a project vision statement of 2 - 4 pages (FDA provides a couple of samples, and library and FDA develop a draft. Jane will be point person on Vision statement. Jane and Jen will work on Vision Statement. Vision Statement will take about 3-4 weeks.
 3. Draft survey questionnaire and survey intro letter and signatory's on letter (FDA provides drafts and committee reviews and discusses)
 4. It would be terrific if we could establish who is to be the library's point person for the list and the vision statement, and to then establish target dates for the completion of these tasks.
 - b. Can we get some donor cultivation training out of it? Need a dozen folks who will need to do cultivation and receive training.
3. Review of fundraising plan for grant.
4. **Next Meetings:** January 19, 2011 & February 3, 2011

January 19, 2011 Meeting in the Music Room at the Elementary School, 7:30pm

Agenda Items

1. Approve Minutes of December 13, 2010 & January 11, 2011
2. Review of January 11, 2011 meeting
3. Generate first draft list of potential interviewees
4. Other Business