

APPROVED



## Jefferson RISE

### Minutes

#### Development Committee Meeting

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**Date and Time**

Wednesday January 10, 2018 at 4:00 PM

**Location**

101 Airline Drive, Metairie, 70001

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In full compliance with Open Meeting Law, Jefferson RISE posts all agendas at least 24-hours prior to the meeting at the Jefferson RISE Office and online at [www.jeffersonrise.org](http://www.jeffersonrise.org). Minutes are available online after they have been approved at the following meeting.

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**Committee Members Present**

Diane Jackson, Ramona Graham

**Committee Members Absent**

*None*

**Guests Present**

Lisa Chmiola, Stephanie Lewis

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**I. Opening Items****A. Record Attendance and Guests**

Introduction of guest Lisa Chmiola to committee.

**B.**

### **Call the Meeting to Order**

Diane Jackson called a meeting of the Development Committee of Jefferson RISE to order on Wednesday Jan 10, 2018 at 4:07 PM.

### **C. Approve Minutes**

## **II. Development**

### **A. Review/Update Committee Goals**

D. Jackson shared the goals the committee laid out in the summer. Discussed the priorities out of those goals in the next 30-60 days.

### **B. Review fund raising schedule for July 1 Deadline**

K. Sullivan provided documentation on how much has been raised and what is left. Ideas surrounding how to thank the big matching donor and encourage/convince them to want to give again.

Discussed the option of two donors wanting their foundations to handle monthly giving for RISE.

### **C. Future fundraising ideas and how it fits with Jefferson RISE**

Reviewed events suggested by R. Graham and D. Jackson in the summer months.

### **D. Give update on the completion a Ask letter and donation request protocol**

No update, but this is pending.

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:04 PM.

Respectfully Submitted,

Diane Jackson

Stephanie Lewis made a motion to adjourn the meeting.

Ramona Graham seconded the motion.

The committee **VOTED** unanimously to approve the motion.