



Elgin Math & Science Academy

Development Committee meeting

Date and Time

Thursday September 11, 2025 at 4:30 PM CDT

Location

Virtual

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
II. Resource Development & Outreach			4:31 PM
A. Review role of Development Committee & Goals	FYI	Kathryn Martinez	5 m
The Development Committee, in partnership with the EPTC, will be the primary fundraising body of EMSA. Specifically, the Development Committee is responsible for:			
<ul style="list-style-type: none">• Raising the expected budgeted fundraising amount (FY26 - \$10,000)• Messaging and coordinating Board contributions• Annual campaign tied to Giving Tuesday			

	Purpose	Presenter	Time
• Annual fundraiser (i.e. Bowling Bash)			
B. Board Commitments	Discuss	Kathryn Martinez	10 m
Review Board Member donation expectations			
Share drafted donor letter			
C. Annual Campaign	Discuss	Kathryn Martinez	20 m
Giving Tuesday (12/2/25)			
Review what we've done in the past - brainstorm some new ideas			
D. Bowling Bash	Discuss	Kathryn Martinez	5 m
Potential dates			
E. EPTC Fundraising	Discuss	Sarah Beck	10 m
Discuss how the Development Committee can support EPTC's fundraising efforts.			

III. Other Business

IV. Closing Items

A. Adjourn Meeting	Vote
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