



MCCPS Board of Trustees

Development Committee Monthly Meeting

Published on December 16, 2019 at 2:23 PM EST

Date and Time

Thursday December 19, 2019 at 7:30 AM EST

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:30 AM
Opening Items			
A. Record Attendance and Guests		Ellen Lodgen	1 m
B. Call the Meeting to Order		Ellen Lodgen	1 m
C. Approve minutes of October meeting	Vote	Ellen Lodgen	3 m
II. Development Committee			7:35 AM
Development Committee			
A. Calendar Raffle	FYI	Amy Leveroni, Jeff Barry	5 m
Final income from raffle			
B. Annual Appeal	Discuss	Peter Cohen, Susan Hauck	15 m
<ul style="list-style-type: none"> • Summary of plans for appeal letter <ul style="list-style-type: none"> ◦ how and when it will be distributed ◦ categories of needs ◦ levels of giving 			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> ◦ website • Discussion of follow up from original ask <ul style="list-style-type: none"> ◦ email? ◦ phone calls? 			
C. 25th Anniversary Event	Discuss	Susan Hauck	20 m
<ul style="list-style-type: none"> • Current progress of plans • Subcommittees and tasks • catering report • committee member assignments to support effort • discussion of board involvement in celebration 			
D. Fundraising Calendar	Discuss	Ellen Lodgen	10 m
Preliminary discussion of how to set and manage a central calendar for all fundraising initiatives			
E. Fundraising Calendar	Discuss	Ellen Lodgen	10 m
Preliminary discussion of how to set and manage a central calendar for all fundraising initiatives			
III. Closing Items			8:35 AM
A. Adjourn Meeting	Vote		1 m
IV. Other Business			