

KELLOGG-HUBBARD LIBRARY

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KHL Fund Development Committee Meeting Agenda

September 21, 2020

5:00 PM – 6:00 PM, via Zoom

Desired outcomes:

1. Updates on fall/winter fundraising plans
2. Follow-up on individual and sponsorship solicitations
3. Committee assignments re: prospective business sponsors
4. Preliminary outline of quarterly steps in promoting planned giving
5. Clarity about committee and staff focus over the next few months.

Agenda:

- 5:00 Committee business: agenda, minutes of 7/20 meeting, updates from staff
- 5:10 Outreach to key donors and business sponsors: progress, follow-up
- 5:20 New prospects for sponsors: priorities, committee assignments
- 5:45 Planned giving: quarterly work plan, questions for Darby Bradley
- 5:55 Wrap-up and next meeting dates (10/19, 11/16, Dec.?)
- 6:00 Adjourn

Preparation:

1. Review draft minutes from FDC meeting 8/17– corrections?
2. Review the Development Activities report – questions?
3. Complete any outstanding outreach with “your” donors/sponsors
4. Review prospective sponsors list – priorities for committee outreach?
5. Review planned giving quarterly work plan draft – questions, ideas?