

KELLOGG-HUBBARD LIBRARY

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KHL Fund Development Committee Meeting 10-7-21

The Kellogg-Hubbard Fund Development Committee met remotely (via Zoom) 10-7-21 at 12 noon. On the call were: Judy Warriner Walke (Committee Chair), Katelynn Averyt (Development Coordinator DC), Jessie Lynn (Non-Profit Director ND), Tai Nixa Peterson and Craig Durham (Committee Members) and Sarah Seidman (Committee Member/Secretary).

The agenda was approved. Walke moved and Peterson seconded approval of the 9-3-21 minutes with an amendment to read: "Business donations have exceeded our \$10K goal" rather than any specific total. Motion carried.

Averyt reported that book sales were down in September; she and Lynn will continue to monitor with an eye to generating more enthusiasm. She reported a recent \$11K gift from a major donor and noted that Mike Donofrio and Kelly McCracken have agreed to write the fall fundraising appeal letter, which will be mailed in late October to 720+ individuals. Our goal is \$30K for the fall appeal and the main focus remains the news that the KH is now fine-free.

Lynn reported on the records retention policy. In general, donor information and the development database of active donors are saved for seven years, while the archive of publicity for events is saved indefinitely, both for reference and as an historical record.

Most of the meeting was dedicated to planning for the fall fundraising training for the full Board on Oct. 20, 5 pm. Walke will send an email with three attachments to all members so they can prepare for the training, and Lynn will also include it in the Board packet. Seidman will compile all reports from breakout sessions and FD members will follow up on the training with calls or emails to their group. Peterson will draft a short survey on how the training went, and Walke will send a follow-up to all Board members with fundraising tips.

Averyt asked for help collecting items that have been donated for the winter fundraiser auction and taking photos and writing descriptions of the items.

The next meeting will be Nov. 4 at noon. The meeting adjourned at 1:05 p.m.

Respectfully, Sarah Seidman, Secretary