

KELLOGG-HUBBARD LIBRARY

Established 1894

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KHL Fund Development Committee Meeting Agenda

March 9, 2020, 4:30 – 6:00 PM

Board Room

Desired outcomes:

1. Agreement on preliminary committee charter description
2. Agreement on working draft of roles in fund development going forward
3. Outline of topics and preparation for upcoming meetings
4. Sense of common purpose as a new team!

Agenda:

- 4:30 Opening, outcomes and agenda for today
- 4:40 Committee charter description:
- general discussion, any amendments
- 4:45 Roles for staff and trustees in fund development:
- general principles, staff vs. board role
 - review/amend roles document as needed
- 5:15 Committee topics and goals for the year:
- create list of possible topics
 - prioritize topics for next 1-2 meetings
 - brainstorm 2-3 general goals for 2020
 - action items
- 5:45 Wrap-up:
- review of outcomes
 - communication with rest of KHL board
 - close

Preparation:

1. Review committee description on KHL board committees list
2. Review GLL summary presented at board meeting 1/15
3. Review roles document draft and identify questions
4. Think about your own interests and talents as part of this effort