

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

Amy Cunningham, Board President; Steve Gold, Vice-President;
Bridget Asay, Vice-President; Sue Zeller, Treasurer; Rachel Muse, Secretary;
Tim Donovan; Dan Greene; Dan Groberg; Bonnie Johnson-Aten; Craig Line;
Penny Marwede; Jennifer Myka; Sarah Seidman; Graham Sherriff, Judy Walke.

KHL Fund Development Committee Meeting 3-9-20

The Kellogg-Hubbard Fund Development Committee held its inaugural meeting on 3-9-20 at 4:30 p.m. upstairs at the library. Present were: Judy Warriner Walke (Committee Chair), Amy Cunningham (K-H Board President) Rachel Senechal (Development Coordinator DC), Jessie Lynn (Non-Profit Director ND), Sarah Seidman (Committee Member). Arriving later: Craig Line (Committee Member) and Steve Gold (K-H Board V.P.)

The committee reviewed and accepted the Committee's purpose, as follows: **Works with development staff on strategic development plans and is responsible for ensuring board involvement in fundraising.**

The committee reviewed and agreed to a statement of roles and responsibilities of the Development Coordinator, the Nonprofit Director and Library Director, the FD committee as a whole, the Board of Trustees as an entity, and the individual members of the Board, with respect to fund development.

Consultant Christine Graham will be available to help the Committee as it proceeds and Darby Bradley, formerly of the Vermont Land Trust, has also offered assistance on Planned Giving. Seidman agreed to serve as secretary for the group.

The Committee set the following goals for 2020:

- 1) Review and contribute to the annual fund development plan
- 2) Develop strategies for educating and engaging individual board members in cultivating and soliciting various types of donors.
- 3) Develop the approach and strategies for encouraging planned giving.

Walke said these goals will become the foundation for building fundraising campaigns in future years. In response to questions from the Chair, each group member identified the skills and experience she or he brought to the Committee, and

what they hoped to glean from their service. Lynn reminded members about confidentiality with donor information and reminded everyone read the Gift Acceptance policy.

ACTION ITEMS:

Walke will send the brainstorming list completed by the Board in January to all Committee members. Lynn will include the Committee roles/responsibilities document in the full Board's packet for the next full Board meeting.

The next Committee meeting Monday April 20, 4:45 p.m. at the library will be primarily dedicated to a review of the fund development plan.

The meeting adjourned at 6:05 p.m.

Respectfully, Sarah Seidman, Committee Secretary