

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

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KHL Fund Development Committee Meeting Agenda

August 17, 2020

5:00 PM – 6:00 PM, via Zoom

Desired outcomes:

1. Updates on staff activities and priorities
2. Follow-up on individual solicitations
3. Committee roles re: outreach to business sponsors
4. Next step 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 individual donors: progress, follow-up plans
- 5:15 Business sponsors: committee follow-up on letter and outreach to prospects
- 5:45 Planned giving: progress, what's next
- 5:55 Wrap-up and next meeting dates (9/21, 10/19, 11/16, Dec.??)
- 6:00 Adjourn

Preparation:

1. Review draft minutes from FDC meeting 7/20 – corrections?
2. Review the Development Activities report – questions?
3. As the report requests, please take a few minutes to check out the recent website enhancements at <https://www.kellogghubbard.org/support-us>
4. Complete any outstanding outreach with “your” donors
5. Corporate sponsorship – review information & assignments (coming soon)