

**Fundraising Team Minutes
Tuesday, January 11, 9:00 a.m.
Greeley History Museum**

Meeting to be transcribed by Sarah Saxe

Call to Order: 9:03am

Roll Call:

In attendance: Emma Pena-McCleave, Flo Mikkelsen, Gary Alexander, George Junne, Joe Lesko, Mike Weiland

1. Discuss Capital Campaign roles and responsibilities:
 - a. See next steps
2. Generate lists of potential donors, sponsors, foundations:
 - a. Subcommittee members emailed ideas prior to meeting and suggested others at the meeting. One list was compiled of 40 corporations, 21 private donors, and 12 grants/foundations with additional corporations/individuals to be added with more research.
3. Discuss next steps
 - a. Sarah will evenly divide out list of corporate and individual donors amongst funding team members. Members are to do a little research on the corporation/individual to demonstrate how our project matches their mission. Team members are to make initial connection with potential donors to set up a time to discuss project further.
 - b. In meantime, Sarah will create form email with critical info and send this along to team members with brochure, half page document, and FAQs. Team members will use this for follow-up conversations with potential donors.
 - c. Sarah will reach out to Communications & Engagement for status on pop-up banner and printed brochures/half page document, as well as to ask about the creation of a simple PowerPoint presentation for future donor meetings.
 - d. Once marketing collateral is produced, team members will approach local clubs/organizations to present project.
 - e. Sarah will do further research into grants and foundations and determine where best fit might be.
 - f. Gary will follow up with Ray Tschillard/Poudre Learning Center about their capital campaign efforts for assistance.

New Business:

Old Business:

Next Meeting: January 25th, 10 am

Adjourn: 9:53am

Prepared by:

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Sarah Saxe
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Preparer

Sarah Saxe

Board Chair

Mike weiland

Date

3/15/2022

Date

3/23/2022