

BCA Development Committee Meeting Minutes
Monday, November 15, 4-5 PM
Held via Zoom

Members of Committee present: Billi Gosh (chair), Lori Rowe, Jon Weisbecker

Members of Committee absent: Laura McDonough

Staff members present: Joyce Cellars, Doreen Kraft, Meara McGinniss

1. Approval of agenda and September meeting minutes
 - a. Lori moved to approve the minutes, Billi seconded.
2. Public forum
 - a. No public forum was present.
3. Fundraising totals to date
 - a. Accurate financial report from Clerk & Treasurers office was delayed due to staffing issues, so Joyce did not present the budget performance numbers.
 - b. Focus on major gifts, corporate support for Highlight, and foundation grants categories. Will need to research new foundation giving opportunities as several of our past funders have either sunset or have new funding focuses.
 - c. Board solicitations will happen after Thanksgiving; Billi will mention the upcoming asks at the board meeting.
 - d. Annual appeal letters went out last week and are hitting mailboxes. We sent out 1,200 letters and hope to raise \$20,000 from donors <\$250.
4. Discuss Board & Friends celebration and confirm date.
 - a. Decided on a brief and Covid-safe event at 405 Pine Street, Tuesday December 7th from 5-6:30 pm.
 - b. Lori suggested having a smaller guest list than usual this year to make sure everyone feels safe. Focus should be on thanking board members; decided not to make an award announcement this year.
5. Discussion: expanding our audience and re-envisioning our annual fundraiser (continued conversation from last time)
 - a. Ran out of time during this meeting; decided to focus on this topic for December meeting.
6. Changed December meeting day and time to **Monday, December 6 from 3:30-4:30 pm via Zoom.**
7. Adjourned at 5:04 pm.