

Meeting Minutes of November 8, 2007

Meeting No. 28

Kathy Cole called the meeting to order at 1:14 p.m. in the OPS Conference Room, of the Mason Building.

Members present: Kathy Cole, Jim Niewiek, Richard Darling, Jim Salo, and Diane Philpot

DMB staff present: Vivian Grinnell, Bob Hall, Dane Hengesbach and Karen Stone

1. Review of Meeting Minutes from September 13, 2007
Motion made by Jim Salo to approve minutes as written, seconded by Richard Darling. MOTION CARRIED.
2. E-mail Information and Notifications
Vivian will no longer solicit the "attendance" e-mail. It will be each Commission member's responsibility to notify Vivian if you will **NOT** be attending the meetings. Please call her at (517) 241-4493 if you cannot be present. This is important, since the meetings cannot be held without a quorum and some of the members travel long distances. Vivian also requested that each member should read the minutes and review the action items that are included in the minutes. These will be highlighted in yellow for easy reference. Also, please make sure that Vivian always has your correct e-mail address. She has no way of knowing if the minutes and inquiries she sends are actually received by the members.
3. Financial Update
Dane distributed the Financial Report, and indicated that page one was the year-end statement, since our fiscal year ends on 9-30-07. Page two is a mock up for 2008. Dane made inquires regarding the projections that the Commission anticipates in the near future. After some discussion, it was agreed to add a fundraising figure of \$25,000 and add the promotional video cost of \$2,000.00.
4. Donor Booklet
Kathy stated that the Donor Booklet does not include any contact information or phone numbers for Commission members, or the MLEOM website information. A suggestion was made to add the Commission names and contact phone numbers on the last page of the booklet. Until then, enclose your business cards and/or the Donor Brochure with the Donor Booklet, since these publications do include phone numbers and website information.
4. Donor Lists and Brochures
The Commission is still researching donor names. Discussion regarding possible donors continues.

The *Gift Fund Brochure* has been printed (500 copies) by Print & Graphics and looks very professional. It includes contact information as well as a donation form. Each Commission member took some of the brochures to assist in their fundraising efforts with their targeted donor groups.

5. Fundraising

Kathy and Lin are working on a professional fundraising proposal with Tom Furtaw. Tom is drafting an RFP with very specific language for fundraising purposes to be used for hiring a fundraising consultant. Vivian stated that the proposal still has to go thru DMB's Purchasing Department. The Commission continued discussions regarding setting various levels of donations, such as gold, silver, bronze, etc. and future support from various donors and agencies. They also discussed the importance of small fund raiser events that will help pay for the consultant services.

5. Next Steps

- Continue to target possible donors.
- Kathy will send Tom's RFP to members *prior* to the December meeting so Commission members can review the document and bring any changes they wish to discuss to the December meeting.
- Work on video.
- Work on fundraising.

6. Other

- Inquiry from Kathy to Bob Hall regarding the contract with David Milling Architects. Bob indicated that the contract is fully executed.
- Kathy announced that she attended the traveling *National September 11 Memorial & Museum* on October 10. It was set up in the Allegan Street visitor lot adjacent to the MLEOM site. She did get some exposure for the Commission and talked with a couple of reporters. The "MLEOM sign" also got very good exposure because of where it is located.

Meeting adjourned at 2:00 p.m.

**Next Meeting: Thursday, December 13th @ 3:00 p.m.
Stevens T. Mason Building – OPS Conference Room**

****Please notice time change****