

## NSLCFC Minutes, 7/5/11, 7pm, Town Hall

**Members Present:** Jane Urban, Susie Mosher, Weezie Houle Karen Traub, Jen Davies and George Arvanitis

**Visitors present:** Mary Anne Antonellis, Laura Walton and Becky Torres

- 1) Approve Minutes of 6/28/11 and 6/7/11 as amended.
- 2) Discussed party at Lake Wyola on Wednesday, July 20.
- 3) Discussed buttons/button maker. MAA has suggested we have the button say, "Ask me about the library."
- 4) Confirm Jen's membership as community member and filling the trustee vacancy.
- 5) Reviewed draft of a thank-you letter to send to Sterling, Laura, April and Al for coming to the presentation.
- 6) Mapped out our individual respective summer schedules.
- 7) Discussion re: understanding sub-committee structures.
  - a) Solicitation Committee will develop solicitation tracking process
  - b) Each solicitor will send their own letters
- 8) Discussion about the funding flow and the relationship with the Friends
  - a) Weezie will send a copy of the Letter to the Friends to the treasurer
  - b) Susie will set up a meeting with Friends, NSLCFC, the treasurer, Susie and Becky
- 9) Get ready for the post -July 14th period.
- 10) Reviewed drafts of campaign materials.
- 11) Discussed our top three choices for people to solicit.
- 12) Set up a process to keep on top of the solicitation process (Google docs).
- 13) Discussed next steps and plan an agenda for August's meeting and any other subcommittee steps in between.
- 14) Next meetings: August 2, 7pm, Town Hall
- 15) Determine sub-committee meetings.
- 16) Next meeting Agenda
  - a) Discuss the role of parallel fundraising outreach.
  - b) Discuss Naming Ops
  - c) Review materials