

**New Shutesbury Library Fundraising Committee Meeting
Minutes Thursday, March 10th, 2011, Shutesbury Town Hall, 7pm**

Members Present: Jane Urban, Susie Mosher, Weezie Houle and Karen Traub

Visitors present: Mary Anne Antonellis and Becky Torres

Members Absent: George Arvanitis, Jen Davies

1. Approved minutes of February 22, 2011
2. Discussion to establish a regular week and day for our meetings. First Tuesday of the month was decided.
3. Discussion of mailing
4. New member needed. Discussion of potential new members. Susie will check with Leslie regarding the procedures of committee member recruitment.
5. Update of FDA progress.
 - a. Development and refinement of 53 interview candidates
 - b. Creation and development of a project vision statement, introductory letter and survey questionnaire. The vision statement contains many elements that will be important for the later campaign case statement.
 - c. Mailing sent and they are prepared to make initial phone calls to the 53 candidates in the hope of interviewing 25-30 of them in person.
 - d. Will begin calls next week and will begin interviewing shortly thereafter. We anticipate 5-7 days of time conducting interviews over a period of 2-3 weeks.
6. Brainstormed ideas
7. Begin thinking of subcommittee structure
8. Next Meeting: Tuesday, April 5, 2011, 7pm

Respectfully submitted. Weezie Houle