

**CEO Development Committee
Meeting Minutes
March 13, 2024**

Attendance: Present: Fr. Dan Noll, Steve Angelucci, David Bowling, Kim Thompson
Absent: Mindy Towles

Minutes - Minutes from February meeting approved

Additional Resources - Kim presented a list of tasks she can use assistance with. She suggested this person sign a confidentiality agreement as they will have access to donor information, The committee recommended this person be contracted and sent a 1099 at the end of the year. The committee agreed an average of 8-10 hours a week (flexible month to month depending on needs), \$20-\$30 per hour should be considered. **ACTION:** Kim will begin reaching out to potential candidates to gauge interest. Kim and David will follow up with a meeting with the candidate(s) and make a recommendation to the CEOF Board for approval.

Prospect List: David and Kim prepared an initial list for the DC. David suggested keeping the list to a reasonable number for a calendar year. The list includes prospective individual and corporate donors as well as continuing to cultivate current donors. **ACTION:** Kim will re-send this to the DC to review before sending it to the CEOF board for discussion at the next meeting.

Donor Pledge Card: David prepared a rough draft of a pledge card that could be distributed possibly during the video clip at Luminaria. **ACTION:** David is finalizing the card that will be sized to fit in the donation envelope that will fit in the donation envelope inserted in the program.

Fundraising Software: Mindy Towles has agreed to help Kim research software for non-profit organizations. **ACTION:** Kim and Mindy will research a minimum of 3 software platforms and make a recommendation to the CEOF Development Committee.

Luminaria - Kim reported the sponsorships are wrapping up this week and commitments expected the following. **ACTION:** Kim asks for every board and committee member to consider inviting people that need to learn more and potentially contribute to CEOF to the event.

Hancock Branding & Communications meeting - David and Kim met with Jeff Hancock and his partners, Larry Smith and Brian Wright to discuss marketing and communications plans for CEOF. They each have many years of advertising experience in this market and an understanding of non-profit work involving children. **ACTION:** Hancock Branding & Communications will present a plan to David and Kim at the end of March. This plan will include "a la carte" options as well.

Planned Giving: Kim, David, and Steve are meeting with Jeff Ashley of Ashley/Rountree and Associates March 18th.

Next Meeting Date: April 10th, TFG offices