

Capital Campaign Committee  
Minutes  
March 15, 2017; 7:00 p.m.  
CS Tool

Team Members present: Vicky Babcock, Donna Clark, Kurt Mabie, Carolee Cole, Sue Wolfe, Jodi Coxon, Louise King

1. Approval of Agenda – Added Economic Development under Grants. Added Benches. MSA.
2. Approval of Minutes from MSA
3. Report from Jody Coxon regarding the Gala.
  - a. The American Legion is scheduled for \$100 for 04/15/2017. We so appreciate them giving us the use of the room for such a low price.
  - b. Plated Dinner will be catered by Kelly's at a cost of \$10.95 + 18% tip.
  - c. Discussion regarding receiving donations and payment for the Gala via credit card/PayPal. Agreed to form a committee of Heather Ross, Rob Coxon, Curt Tackmann, and Robert Frostick to determine how the payment procedures will operate and who will do what part of the process on the night of the Gala. They will also determine the technology needs of the program and make sure everything is in working order the night of the gala.
  - d. Sue and Louise will meet to determine the layout of the program and the donation card as well as a list of what jobs need to be covered at the Gala for our Tuesday Team meeting.
  - e. Dan Clark will make sure we have the video burned in a way that we don't have to stream it at the Gala.
  - f. Jody suggested that we purchase desserts and have them on the tables before dinner starts from Gordon Food Service.
  - g. Jody will pay for dessert, plates, etc. and will be reimbursed by the CBDT.
  - h. Kurt reported that the Michigan Economic Development Association is offering a \$50,000 matching grant that we will be able to capitalize on the night of the Gala.
  - i. Sue, Louise, Kurt and will meet to put the program together.
  - j. Carolee will put an email invite out to the CBDT email list.
  - k. Discussion regarding the invitation process. Donna accepted responsibility for distributing several. Carolee will email the Parks and Rec Board. Sue and Donna will make sure the remaining unsent invitations are sent within the next few days.
4. Video distribution and contact with WZZM 13. We haven't heard anything from Curt Tackmann on this topic. He has a lot on his plate right now.
5. Kurt deferred his judgment on the fund raising efforts to Sue Wolfe. :) She and Louise have already scheduled a meeting to develop the agenda and focus for the CCC.
6. Reviewed the agenda to help give Louise and Sue direction as they meet to develop the focus.
7. White Cap raffle. Tabled in Curt's absence.

8. The website continues to be in poor shape. Heather has not been able to log in. Carolee will let Stacy N. know that \$375 has been budgeted for her to keep the website up and ask that she work with Heather to help the website meet our needs.
9. Donna and Louise are working on a grant to fund the fireplace in the library. Carolee will supply missing info for the grant and it will be submitted shortly. The grant will be requested by CBDT from DTE Energy.
10. It was determined that we need to meet an additional time before the gala. Special meeting was scheduled for April 5, 7:00 p.m. at CS Tool. We will decide at that time if we need an additional April meeting.

Meeting Adjourned at 8:42 p.m.

**Next Meeting Date/Time: 4/05/2017, 7:00 p.m. CS Tool**