



Minutes from Fund Raising Committee Meetings: 2010

Fundraising Committee Notes

1/25/10

Attending: Larry, Diann, Michael, Barbara, Dee, Madeline, Curtis, Carol

Planning for Grand Opening Celebration

Next Meeting: Friday, February 26 at 3 PM

- The committee decided no alcohol would be served at this event.
- Date will be Sunday, March 21, 4-8 PM
- Food will be hearty appetizers. We will ask locals to make food. Barb will contact Nina and Shirley M. Diann will contact Crystal and Uvia. Larry will contact Sandy Wake, Paula, and Denny. We will offer to pay for the ingredients of prepared dishes or possibly hire locals as caterers.
- Coffee, tea, and punch will be served. Punch recipe to be juices, sparkling water, etc.
- We will contact Chamber of Commerce for chafing dishes and coffee pot. (Who?) We can keep coffee and water warm in thermal carafes previously purchased. Larry will check cost of purchase of chafing dishes, warmers, pitchers at Costco, Walmart, etc.
- Inventory plates, plastic glasses, napkins, thermal cups, etc. available at Commons. (Larry). Prepare shopping list for these items and punch. (Who?)
- Publicity
 - Prepare and mail email to Friends list (Michael and Larry).
 - Notify KZYX (Larry).
 - Prepare flyers and posters for display around town (Michael).
 - Prepare ½ sheet flyers to hand out to friends and others (Michael).
 - Notify Alex Crowder (Diann?).
 - Notify Ukiah Daily Journal and Willits News (Who?).
 - Notify Health Center Board (Who?).
- Ceremony
 - Blessing (Larry to ask Betsy to contact Ron Lincoln)
 - Invite County politicians (Who?).
 - Invite County Library personnel (Who?).
 - Invite big donors (Who?).
 - Invite Georgina (Who?).
- Update lists of donors for display at celebration (Larry & Michael).
- Update lists of in-kind contributors (Larry, Michael, & perhaps Lew).

- Create video display for names of donors and in-kind contributors (John).
- Create photo display of Covelo history and/or Covelo Library and/or history of this project (John)
- Organize cleanup of Community Room for celebration – Sunday, March 14 at 12 Noon (Larry)
- Contact Sarah at June Marie's re: taking photos at event (Dee).
- Contact Doug Trudeau re: flowers (Diann)

