

MEETING MINUTES

TDGF Committee Meeting –August 1, 2017 3:00-4:10 PM.

Members Present: Jeanette Fagerskog, Pamela English, Suzanne Sullivan, Dick Gander, and Lois Ermak

Location: MEADOW ROOM – NORTHWOODS CLUBHOUSE

Discussion and Results

1. Committee Membership: Marty Podesta volunteered. She is available during the summer. Let's determine where she could be most effective.
2. Minutes –No additions or corrections were made to the minutes.
3. Treasurer's report: Dick reported that two TD board members contributed \$1000 each raising our total to \$31,324.00 minus our two scholarships.
4. TD News Articles
 - a. September issue: We will include the poster for the Annual Dinner.
 - b. October issue: We will plug the year-end campaign and have a small add for the Dinner. Suzanne, Lois and Jeanette will prepare this.
 - c. November issue: Recap of the Dinner results, mostly pictures. Suzanne, Lois and Jeanette will write article. Katie will take pictures at the event.
 - d. December Issue: Summary of grants made. We will decide who writes the article based on who is part of the grant process.
5. Truckee Thursday Bus Stop – Report on result- we are increasing awareness of the TDGF. Dick reported that they had a good response on July 20th.

Date	Primary Person (Have banner & material)	Second Person
August 3 rd	Katie	Lois

6. Bingo – We cancelled our bingo participation at Pizza on the Hill, because Katie and Pam noted that people want to eat their dinner in peace without being educated about TDGF.
7. Annual Dinner: planning report
 - a. Ticket sales:
 - i. Ticket sales start August 15th. We are using Brown Paper Tickets.
 - ii. There is a \$4.49 charge/ticket by Brown Paper Ticket. After discussion, it was decided to pass that cost on to the attendees. The cost will be \$100 + \$4.49/ticket for handling. We may revisit this decision when we review the results of the dinner and hear the participants' response.
 - b. Promotional Tickets: Suzanne requested that we give 1 free ticket to each of our sponsors. That would add 5 or 6 people in addition to our 100 participants. She and TD have determined that a small extra table can be added to accommodate the additional people.

- b. Auction- We have a good variety of items for the auction.
 - c. Promotional Material - Suzanne and Mike English designed Poster and other items and the committee approved the design.
 - d. Table decorations -Katie is handling the table decorations and wants to sponsor the table decor. She asked for a mention in the program that "Table centerpieces designed and created by Katie Veni at Truckee Round House," giving recognition to our new maker space in town. The committee unanimously approved the request. She is going to produce 100+ laser-engraved coasters with Tahoe Donner Cares logo made from the birch logs brought from the Bay Area.
 - e. Promotion:
 - i. Suzanne will get the materials finalized and printed.
 - ii. After August 15th, Pam will:
 - 1. Locate posters at TD, Tree House, Depot, Community Foundation
 - 2. Post notices on Facebook, Next Door, and in TD email blast
 - ii. TV-Marketing- Dick will arrange with Marketing and Pam will work with Suzanne on wording.
 - f. Wrap up Meeting on October 17th. We will have a special meeting on October 17th to review the results of the Dinner. Dick will check if Meadow Room is available. If not, we can meet in central room at Northwoods.
8. Discussion on Grant Policy: Tabled until September meeting when Dick will report.
9. Bulletin Board update: Dick reported that a bulletin board has been ordered for our use and should be installed this month at Northwoods.
10. Update on July 29th TD Board meeting: The board meeting started at 9am and did not conclude until 7pm. Both Dick and Suzanne attended the meeting and commented on the discussion. They appreciated the generous donations from the two board members to the TDGF.
11. Discussion: Year End Campaign
- a. Prepare the same type insert this year as last year and insert with bill as direct mail. This must be ready by November 1st.
 - b. Make a separate appeal to existing contributors.
 - c. Prepare and send a letter a letter this summer to past contributors that have not renewed this year. Katie will draft letter. Suzanne will do the inserts.
12. The meeting was adjourned at 4:10pm

Next Meeting: September 5th, 3-5 PM, Meadow Room Northwoods Clubhouse.