

**TO:** Development Committee

**FROM:** Gary Salva, Chair

**DATE:** January 9, 2018

**Thursday, January 11, 2018**  
**9:30 – 10:30 AM**  
**Community Foundation of Middlesex County**  
**49 Main Street**

**Our tentative agenda includes:**

- **Minutes** of December 1, 2017 Meeting – Attached
- **Committee Portal Overview** – Thayer Talbott
- **Development Updates – 2017**  
2017 Year in Review – To Be Distributed
- **Leadership Circle Update**
- **Fourth Quarter Activities - Updates**  
Leadership Circle Luncheons  
Annual Appeal  
Holiday Mailing – New Year Letter
- **2018 Activity Planning** – Discussion and Assignments  
Donor Parties  
Legacy Luncheon  
Leadership Circle  
2018 CFMC Events  
Friend Raisers – January 25<sup>th</sup> /Pough Interiors  
Summer/Fall Event  
Honorary Recognition Event (Summer)
- **Old Business** - Professional Advisor Introductions
- **New Business**  
Endowment Campaign
- **Next Meeting** – Thursday, March 15, 2018
- **Adjourn**

Please contact CFMC at 860-347-0025 or [Info@MiddlesexCountyCF.org](mailto:Info@MiddlesexCountyCF.org) if you are unable to attend.

**Community Foundation of Middlesex County  
Development Committee  
49 Main Street Middletown, CT  
December 1, 2017 Minutes**

Presiding: Gary Salva

Present: Deborah Moore, Frantz Williams, Meghan Whelen, Marc Levin and Cynthia Clegg

Unable to attend: Wally Jones, Mauricio Salgar, Kate Wolter

Mr. Salva called the meeting to order at 8:07 AM

**Minutes** of the September 2017 meeting were unanimously approved on a motion made by Ms. Moore and seconded by Mr. Levin.

**Updates and Development Activities**

The preliminary results were distributed. The totals have reached approximately \$7,000,000. Administrative fees are remaining level, but will increase when November is closed. The Leadership Circle numbers include sponsorships. The numbers also include \$85,000 from Whelen which was given for operations. Renewals are being reviewed and the Committee will contact with those who have previously donated. The Board of Director's engagement will be critical for 2018.

The Gala numbers were reviewed. Ms. Clegg and Mr. Salva thanked Ms. Moore and her Committee for a very successful Gala and congratulated them for exceeding their goal. The Sponsorships were key and helped make this very successful. The Riverhouse was a great venue... The format of the program was very good and ran smoothly. Streamlining of the silent auction was suggested. Photos will be sent at the beginning of the New Year.

**Preliminary 2018 Planning Discussion**

Discussions were held about adding members to this committee. It was decided that 2018 meetings will be held at 9:30am to accommodate all members. Discussion were held regarding how to approach donors in 2018. The Committee suggested having two appeals and will continue to review this approach. It was noted that the annual appeal was not sent to those who participated in the Gala. It was also noted that people are giving more locally to make communities stronger, thus we will work to tie focus areas to donor's interest next year. The interest areas of the top 20% of donors will be researched. Ms. Clegg and Mr. Williams will meet after the first of the year to discuss this. The impact of the funds of the interest areas will be presented to the donors. Mr. Salva discussed collectible cars as donations. Mr. Salva will investigate this further.

Fundraisers/Friendraisers for 2018 were discussed. There will be a Friendraiser the last Thursday in January at Pough Interiors in Essex. Ms. Whelen will coordinate a Board meeting at Whelen Engineering. Ms. Moore will contact the Essex Steam Train/Lady Katherine for a fundraiser. The suggested date is September 7, 2018. Sponsorships will be needed. Mr. Salva will research having a fundraiser at the Chester Airport with Carini Motorsports. It was suggested having a car show and possible airplane rides. A waiver would need to be signed for the airplane rides.

**Old Business**

None

**Next Meeting:** Thursday, January 11, 2018

**Adjourn**

There being no further business, the meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Kelley S. Frazier