

Gloucester Lyceum and Sawyer Free Library
Fundraising Committee
Monday, October 15, 2018 9:30 am
Byers Davidson Room
2 Dale Avenue, Gloucester, MA 01930

Attendance: Fran Aliberte, Paul McGeary, Simon Paddock (Chair), Joan Pohas, and Library Director Deborah Kelsey

Not present: n/a

1. Call to order. Welcome and introductions. This meeting is being recorded.
2. Review IRS 1023 application for new 501(c)3 foundation
 - a. We need a list of at least three founding board members in order to submit the application. Committee members will reach out to the following people and report back via email:
 - i. Fran: Jen Holmgren, Tom Balf
 - ii. Paul: Harold “Bucky” Rogers, Maggie Rosa
 - iii. Simon: Bill Schultz, Sharron Cohen
 - iv. Deborah: Greg Bover, Maureen Aylward, David McArdle, Deborah Cramer
 - v. Other ideas: John Rando
 - b. Deborah will connect attorney Meredith Fine, who is establishing the foundation, with the Elizabeth Reinhardt, the attorney representing SFL.
 - c. Meredith drafted the by-laws; Simon will share them with the Committee.
 - i. Things to consider:
 1. Term limits;
 2. Specifics of \$1,000,000 seed money loan from SFL;
 3. Details of dispersal of endowment funds and whether to keep the endowment separate from a building campaign;
 4. Fiscal year dates;
 5. Budget specifics;
 6. A shared Board member with the Foundation and SFL;
 7. The name of the entity. Simon will propose Sawyer Fund, Inc. to the Board at tomorrow’s meeting and report back on the outcome.
3. Review job posting for Full-Time Fundraising Director
 - a. Would be a contractor, not an employee;
 - b. Discussed how to find someone: RFP? Head hunter? Library Strategies? Will post online (Monster, Indeed, etc.) and have the Committee do the first culling. Library Strategies will help with the short list.
4. Items not reasonably anticipated by the chair 48 hours in advance of the meeting

- a. Joan drafted a proposed fundraising calendar.
 - b. Simon will step down as Chair at the start of the new year. The group briefly brainstormed names of people to step in.
 - c. Simon will attend the next meeting of the Friends. There was discussion of long-term goals for the relationship between the Friends and the Corporation and the Foundation.
5. 10:35 Adjourn. There being no further business the meeting was adjourned.
 6. Next meeting: Friday, October 26th at 9:00.

Respectfully submitted, Tracy Bowen

Actions Summary

Committee members will reach out to the following people and report back via email:

- i. Fran: Jen Holmgren, Tom Balf
- ii. Paul: Harold “Bucky” Rogers, Maggie Rosa
- iii. Simon: Bill Schultz, Sharron Cohen
- iv. Deborah: Greg Bover, Maureen Aylward, David McArdle, Deborah Cramer

Deborah will connect attorney Meredith Fine, who is establishing the foundation, with the Elizabeth Reinhardt, the attorney representing SFL.

Simon will propose Sawyer Fund, Inc. to the Board for the name of the new foundation and report back on the outcome.