

Gloucester Lyceum and Sawyer Free Library
Fundraising Committee
Wednesday, November 7, 2018 10:00 — 10:00 am
Byers Davidson Room, Saunders House
2 Dale Avenue, Gloucester, MA 01930

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

Not Present:

1. Call to order. Welcome and introductions. This meeting is being recorded.
2. Approval of minutes from October 15, 2018 and October 26, 2018. Tabled.
3. Review IRS 1023 application for Samuel Sawyer Foundation Outcome of recruitment efforts for the officers of the board Bylaws
 - a) Mission statement and narrative description
 - b) Funding
 - i. Discussion re: whether or not the Foundation should pursue grants.
 - ii. Need a process for transfer of funds from the Foundation to the Corporation: grant process vs. percentage. The lawyers for each will work out a best practices agreement.
 - iii. We will create a best practices manual on accepting various kinds of gifts.
 - c) Board compilation. We need three names as place-holders in order to submit the application: Paul McGeary, Meredith Fine, and Joan Pohas have agreed to serve on a temporary basis. Committee members will continue to look for Board members.
 - i. Paul suggested we request an EIN before incorporation.
4. MOU with Library Corporation
 - a) Financial agreement
 - i. SFL Corporation attorney, Liz Reinhardt recommended a few options:
 - 1) Use SFL's 501(c)3 status as a fiscal sponsor until the Foundation's 501(c)3 status is approved. The Foundation would fundraise with funds being donated to Gloucester Lyceum & Sawyer Free Library and funneled to the Foundation via a grant.
 - 2) A grant or start-up loan from the Corporation with terms agreed upon by both entities and favorable to the Foundation. Repayable with no or minimal interest.
 - 3) A gift with a reverter. The funds would be returned to the Corporation after the funds of the Foundation exceed an agreed upon amount.

- ii. Consensus was to work with SFL as the fiscal sponsor until the Foundation's 501(c)3 status is approved. The attorneys will draw up an agreement on the start up loan.
 - iii. Approaching the Board for the ask
 - 1) Will need \$300,000 start-up money to cover the first year.
 - 2) Will expect to present to the Board for approval at the December meeting; this will include the MOU, the proposal from Library Strategies, and an plan for the transfer of funds.
 - b) Roles and responsibilities of all parties to insure coordinated action
 - i. Role of Library Strategies
 - 1) Conduct the feasibility study; to start at the beginning of the year.
 - 2) Begin the fundraising process.
 - 3) Hire or oversee hiring of the EDD.
 - 4) Function in tandem with EDD for a set period of time before passing the baton.
5. Review position description for Executive Director of Development
- a) They will be hired as an employee of the Foundation.
 - b) Options for the hiring process:
 - i. Library Strategies will find, screen, and interview candidates at a cost of \$20,000 plus expenses with an expected time of four months; or
 - ii. We conduct the search and Library Strategies will review resumes, conduct interviews, and contact references at a cost of \$1,500/day plus expenses, or about \$6,000.
4. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
- a We have approached the Sawyer Art Trust as a courtesy to approve the name Samuel Sawyer Foundation.
5. 11:00 Adjourn. There being no further business the meeting was adjourned.
6. Next meeting: Wednesday, November 14, 2018 at 11:00 AM.

Respectfully submitted, Tracy Bowen