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**Board of Directors’ Meeting
 November 28, 2012**

Present: Katie Marvin, Bryn Fisher, Dan Regan, John Duffy, Dot Reeve, Karen Shea, Sandy Paquette

Staff: Scott Johnson, Becky Gonyea

Consultant: Christine Graham

Absent: Ronna Ziegel

1. Board Membership

Dan read a letter of resignation from board member, Jeff Hunsberger. The board expressed their appreciation for Jeff’s service on the board. Sandy motioned to accept the resignation of Jeff Hunsberger as a board member. Karen seconded. The motion passed.

2. Fundraising Training with Christine Graham

Annual fundraising generates money for operating for the current year and builds loyalty and understanding among donors, leading donors to be ready for a capital campaign.

Annual gifts are requested once a year.

Capital gifts are requested once during the campaign (2 – 5 years).

Christine walked the board through the elements of a fundraising plan, while the group began to fill in the details.

	Fund Raising Activities	Special Appeals	Public Events	Publications and PR	Social Media	Preparation for Capital Campaign
January 2013	Face to face meetings			Annual Report	Facebook/ E-newsletter	
February 2013				Print Newsletter	Facebook	
March 2013	Town Mtg Vote				Facebook/ E-newsletter	
April 2013					Facebook/ E-newsletter	Begin feasibility study – interview preparation
May 2013			Royal Tea Party?		Facebook/ E-newsletter	
June 2013			Annual Meeting LT Graduation		Facebook/ E-newsletter	
July 2013	Business Sponsor of Climb		4 th of July Parade	Print Newsletter	Facebook	External interviews
August 2013			Diaper Drive		Facebook/ E-newsletter	
September 2013	Face to face meetings		Climb for Kids		Facebook/ E-newsletter	Study report to board
October 2013			Pumpkin Chuckin’ Pumpkin Art Night		Facebook/ E-newsletter	Board votes on campaign – study complete
November 2013	Annual Appeal				Facebook/ E-newsletter	
December 2013			Holiday Project Adopt a Family Santa at the Owen’s		Facebook/ E-newsletter	

Encouraging, Educating and Celebrating Families

Suggestions –

- Initiate a second appeal in late spring/early summer – May?
- Establish a schedule of face to face meetings with top donors – twice annually, September and January?
- List donors on annual report (consider listing alphabetically initially and maybe move to financial categories)
- Identify “special appeals” as needed to raise funds for special projects/expenses while building donor relations and commitment to the LFC.

3. Other Business

a. Minutes of 10/24/12

Dot motioned to approve the minutes of October 24, 2012. Duffy seconded. Motion passed.

b. Property Developments

Scott described the recent activity regarding the LFC property. There is a potential buyer interested in purchasing the LFC land next to Bishop Marshall.

Issues remain about the new property –

- The LFC needs assurance that there can be a buffer at the south side of the property bordering the property currently owned by Morrisville Water and Light.
- A road would need to go through the new LFC property to access the upper property. Additional information/engineering is needed regarding where the road would be placed and what impact it would have on the LFC property.
- Currently the property zoning requires municipal sewer and water which will only be brought over if the industrial park is developed. If this development does not take place, the property would need to be re-zoned to allow on-site water and sewer.
- There is a study currently being conducted regarding adding a recreation path along Lake Lamoille side of the LFC property.

The LFC is moving forward with an engineering study to determine the impact of a road through the lower property and the actual developable acreage on the upper property.

Additional questions –

- What type/volume of traffic would be expected?
- Condition of sale – include visual/sound barrier from new road to protect LFC property.
 - Is this possible – would the property owner build/control the road or the town?
- Would Bishop Marshall consider allowing access to the upper LFC property through their property if the LFC built there? Walking access by program participants from downtown becomes challenging to the property.

c. Financial Updates

An ad has been placed for a Financial Manager.

d. RBA Reading Assignment

Scott asked the board to read Chapters 1 and 2 in Mark Friedman’s book, Trying Hard is Not Good Enough. If any board member does not have a copy of the book, please contact Scott or Becky.

e. Well

The new well has been installed. The filtration system will be installed once the water tests are complete and it is clear what type of system is needed. The total cost will be approximately \$30,000 - \$35,000.

f. Other

The LFC Holiday Project is December 15th. Please contact Wendy if you are interested in helping out.

The LFC Holiday Party is December 17th at noon (potluck and secret Santa gift - \$10). Board members are welcome to attend.

4. Adjournment

Karen motioned to adjourn. Bryn seconded. Motion passed.

Next Board Meeting
December 19, 2012 5-7pm at the LFC