**KBOO Foundation Development Committee notes**

June 5, 2019

4:30pm at KBOO

*Present:*

Allison Kolb (Development Director), MacRae Bogdanov (Finance Coordinator), Ray Bodwell (board member), Dan Shramek (board member)

Facilitator & note taker: Dan Shramek

**Juan Young Trust grant application**

We discussed progress on the Juan Young Trust grant application for funding to support the Youth Collective and youth outreach (a big thanks to Ray for updating the draft). Based on our last meeting with Youth Advocate Erin Yanke, we believe there is a planned collaboration with youth from David Douglas High School this year; we will confirm this with Erin, and update the application if this is this case. We will also add podcasting as another skill that the youth are learning in the program, and add info regarding the Youth Randomonium show that the youth are participating in.

Based on the timing of the application, we will plan to request funding to support the programs in our upcoming fiscal year starting in October.

We discussed updating the project budget and finalizing the amount of our funding request, and the need to confirm the specific financial statements that are required to submit with the application.

*Next steps:*

* Dan & Allison to send any comments and suggestions on the application draft to Ray in the coming week
* Dan to develop project budget draft and send to committee for comment
* Ray to reach out to Erin regarding:
  + Getting more info on our collaboration with David Douglas High School, and how many youth we might be working with
  + Confirming the youth participation in the Friday evening Youth Randomonium show
  + Confirming the estimate of the total number of youth we will work with in 2019-20
* Ray to update application draft and distribute to committee for final review
* Ray & MacRae to confirm any supporting financial documents that are required in the application
* Ray to submit final application on July 1st or soon thereafter

**Grant development strategy**

We discussed our grant development strategy, and plans for the coming months. We agreed that it would be helpful to update our “KBOO Narrative” to describe where we are as an organization, and how we plan to pursue our mission in the coming years. This will including discussing success stories such as the work done in the Youth Collective and others, and discuss our plans to expand programming opportunities for underserved communities. This updated narrative will be useful for many grant applications in the coming years.

We discussed the importance of matching our mission and programs with the funding objectives and missions of the funders, and discussed several project-based and capacity-building proposals that might be appropriate to develop and pursue in the coming months. We also discussed which grant funding opportunities might be good fits for KBOO in the near future; Dan suggested the Oregon Community Foundation (Community Grants), the Spirit Mountain Community Fund, and SE Uplift (Neighborhood Small Grants). We will continue to research and develop these ideas and others in the coming months.

Ray reviewed the “Grant Opportunities” spreadsheet that he developed, and we will continue to add to and update this in the coming months. Allison will use this information to develop a KBOO Grant Calendar, which will include key deadlines for both grant applications we are working on and any grant reporting requirements.

**Major Donor strategy**

Allison gave us an overview of her plan for the Major Donor Campaign, which will be implemented in the coming months. We discussed some of the many potential funding opportunities that might be attractive to potential donors, including:

* funding projects such as the development of the second stream to expand our programming
* funding expanded media advertising/promotion to build our brand, increase listenership and increase membership
* funding our Capital Fund to support prioritized projects
* adding to the Operating Reserves to support KBOO’s long-term financial health

Meeting adjourned – 6:00pm

The Development Committee will hold their next monthly meeting at KBOO on **Wednesday, July 3rd** at 4:30pm.