

Development Committee Meeting Notes 11/20/2023

Time: 6:00pm

Present: Yousef Mayel, Carmen Garnica, James Draznin, James Neale, Jill Blanchard

Note taker: Jill

AGENDA

- Thank you cards
- Joan Gary Nonprofit Leadership Lab
- Homework: 3-5 businesses that would be a good fit for KBOO to build relationships with.
- End-of-year fundraising drive
- Major donors
- What does the Development Committee do?
- Grants
- Fall drive
- Giving Tuesday / holiday message
- Potential open house

NOTES

Thank you cards

- James has given Jill the list of donors who gave \$500 or more during the fall drive
- There are approximately 25 cards to write
 - There may be more as the mail continues to be opened
- Jill will work with Ona and Yousef to write the Thank you cards by mid-December

Joan Gary Nonprofit Leadership Lab

- JGNLL provides resources for board leadership and structure for nonprofits.
- Enrollment paused for now but there are 3 courses every week the members can take
- James has KBOO's member information if anyone is interested in taking a course

Homework

- Committee members were asked to come up with 3 to 5 businesses that would be a good fit for KBOO to build relationships with that could become donors.
 - Carmen has a contact with the hispanic community, portland pickles, PGE, Powell's Books, Revolution Books, Hopworks, Stormbreaker Brewing, Trail Blazers, Timbers, Thorns, Portland Latin American Film Festival, Foundations - arts supporting arts, McMenamins, Cinco de Mayo, dealerships

End-of-year fundraising drive

- End-of-year fundraising drive officially starts Friday, 12/1
- James asked board members and staff to record messages about why they are passionate about KBOO to air on Giving Tuesday.
- James is working on a match pool of \$50,000
- Match sponsor letters are ready and will be sent to donors and potential partners

Major donors

- James explained that he wants to be more strategic with how and when KBOO asks major donors for funds.

What does the Development Committee do?

- The committee works to provide resources and community connections to KBOO to maintain its sustainability.
- The committee builds relationships to execute KBOO's mission in the best way possible.
- The committee will also generate, develop, and manage relationships on behalf of KBOO.

Grants

- Claire, KBOO Volunteer, is helping out with language to describe KBOO and its mission.
- Oregon Community Fund grant opens on 12/4, several more opportunities in the next 6 weeks.
- James will have applications ready to go for the deadlines that will occur while he is on leave.

Fall fundraising drive

- KBOO met its fundraising goal for the drive
- Final numbers are still being tabulated

Potential open house

- Considering a small event in December with coffee, cocoa and cookies
- Invite donors and make a formal ask for financial support

Next Meeting

- Monday, December 11th, 2023
 - 5:30pm
 - via Zoom
- <https://us06web.zoom.us/j/83581037551?pwd=b3FQSHFwc0JVVVlzSE8rOUdoY1A3UT09>