

Meeting Minutes

August 28, 2018

6:00 p.m.

Civic Center, Conference Room #3109

Call to Order/Roll Call at 6:01 p.m.

Present: Jennifer Prather, Billy Gurr, Catherine Brady, Sheryl Carstens, Jeff Ray, Charles Dukes, Laurel Eller

Absent: Brendan Binns, Tawnya Russell

Staff: Daniela Villarreal

Guest: George Maxey, Senior Commission Member

New board member introduced self and guest George Maxey talked about the importance of board and commission communication and expressed interest in wanting to learn more about the foundations work.

Standing Items

- Minutes

Dukes made motion to approve. Ray seconded motion. Motion approved.

- Financial Report

Carstens went through current financials and sub-categories. If needed, she offered to provide further details for events.

- Strategic Planning

Fund Development

Members did a voting exercise. Members went around to place sticker dots to their preferred tactics presented by Carstens. Prather proposed someone come up with a goal that encompasses one tactic under each strategy. Carstens volunteered to write the goals, Ray volunteered to assist.

Gurr went back to revise recommendations for the contact database options and his recommendation to the membership was Batch Book. Gurr advised it would be cost effective and has the ability to do a lot of the things the board is trying to accomplish. Gurr motions to approve Batch Book as QCF's member database. Ray seconded. Motion was approved. Gurr will move forward to sign up the foundation and begin process.

- Annual Meeting Planning

The annual planning retreat will take place on Saturday, November 3. Prather, in addition to send out a reminder, will also follow-up about combining both November and December board meetings.

- QCF onboarding interview questions

Prather proposed to communicate about this item via email. Everyone agreed to postpone in order to focus on the fall fundraiser.

- Painting with a Purpose

Dukes and Eller walked through the planning spreadsheet; assigned roles and responsibilities, talked about messaging for the flyer, went over sponsorship materials, and talked about venue policies and vendor options.

Staff liaison will re-send link to the planning document to the whole membership, will check-in with the city clerk's office to ask additional questions about the special events permit. Prather will take on making sponsorship packets to send out to prospects. Updates will continue via e-mail.

- Announcements

Eller shared a couple city happenings for potential QCF participation, will follow-up with an e-mail to give absent members a chance to sign-up.

Members re-visited a winter/holiday fundraiser. Members agreed that a fundraiser in January would be too close to plan after our October fundraiser. Will re-visit idea for February or March.

- Adjourned at 8:09 p.m.