



**Saints Constantine and Helen
Capitol Construction Fundraising
Committee Meeting
Church Office
Thursday, October 13, 2016**

Members present: Billie Zumo, Kosta Tsandes, Anna Barker, Mary Messer, Angela Costopoulos, Andy Pappas, Julie Lehman.

I. After prayer, meeting commenced @ 6:05pm.

II. Billie Zumo nominated Julie Lehman, Chairperson, and Seconded by Kosta Tsandes. Unanimously approved.

III. The mission of the fundraising committee is to raise funds for the renovation and repair of our Church and is not intended to circumvent or replace any other existing Church committee. The Committee will raise funds in order to implement the repairs identified on a list provided by Jim Messer, Parish Council Building and Grounds representative at the October 9, 2016 Parish General assembly.

- a. All members of the Committee have agreed to pledge funds
- b. Some donors have requested to remain anonymous which will be honored by the Committee
- c. Committee agreed to meet every other Thursday twice a month
- d. Members established a service timeline to accomplish Committee mission from October 13, 2016 and no longer than December 31, 2017. It is anticipated that funds will be made available for our Church repairs well in advance of the Committee's term of service.

IV. New Business

- a. The final fundraising goal is tentatively set at \$150,000. But will be firmly established at the next meeting of the Committee
- b. A budget for fundraising activities of \$2,000 donated by Greek Festival/Philoptochos has been made available to the Committee. One of the Committee members will be appointed treasurer upon consultation with Bill Harrison, Parish Council President and Linda Panopoulos, Parish Council Treasurer
- c. As of this date, \$19,000 has been pledged. Once pledged cards are developed these pledges will be confirmed.

V. Initial Campaign Effort

- a. A mailing list is currently being collected in order to solicit from potential donors
- b. Stationary, pledge cards, return envelopes and thank you letters will also be developed. It is anticipated that this mailing will go out before mid November
- c. Ongoing direct contact, as well as follow up after mail solicitations, will be undertaken. Pledge cards will be distributed to Committee members and Parishioners who may wish to undertake direct contact without mail solicitations
- d. The need for a public campaign as well as a strategy will be determined next year. One of the factors determining the need for a Public funding campaign will be whether or not the Funding goal has been reached in a specific time frame.

VI. Member Volunteer Assignments

- a. Mary Messer, Angela Costopoulos and Anna Barker will work with Bill Harrison in developing the solicitation letters and follow up correspondence
- b. Billie Zumo and Kosta Tsandes will actively assist in providing names of potential donors
- c. Andy Pappas will continue to work with Jim Messer and Charlie Radich in soliciting, communicating and overseeing Contractors
- d. All Committee members will assist in preparing and mailing solicitations.

VII. Next meeting is scheduled for Thursday, October 27, 2016 @ 6:00pm.

After closing prayer, meeting adjourned at 7:13pm.

Respectfully submitted,

Julie Lehman
Chairperson