

MIDDLESEX COMMUNITY FUND
MEETING MINUTES

Meeting Date: April 22, 2021 at 11 am

Invitees: Theresa Mann, Brigid Browning, Amy (Brady) Rose, Abby Brown, Thea Schwartz

Agenda:

Introduction of Thea Schwartz, our newest member!

Logo

Elections

Resource list, which groups must include?

Pictures for website

When are we ready to go live, and what will that look like?

Notes:

Logo option A was approved.

Brigid has a "Glitter" phone that we will share each month or so. Person w/ phone to check it once per day.

Theresa & Brigid to meet w/ Dave on the 24th about transition.

Team voted:

Theresa & Brigid – President/Treasurer

Amy – VP

Abby – Secretary

Website design: Home page would have 5 big buttons for grant applications and one for resources. On the Resource page a button for each category; Food, Heat, Education, Health.

Include 211 on the site as a resource.

Thea to help with the website design/launch.

Add a Feedback section on Website

A section on the website for Sponsors/Donor businesses with links to their website.

Need letterhead before we can send out a fundraising letter.

Abby Fundraising Committee chair

Thea Communications Committee chair

Theresa Strategic Planning Committee chair – To meet w/ Brigid and map out a plan for launch and the Summer.

Go live target end of May.

Need a FPF announcement

Launch before Website is ready

Action Items:

Thea –

- Communications and website
- Review the 1023
- Get a blurb from Abby to use for the emails to reach out to folks in the community to see what photos we can use on website.

Abby

- Front Porch Forum announcement

Theresa

- Next Meeting announcement – 5/6/21 (Abby cannot make it)
- Meet w/ Brigid about strategic plan
- Email plan out to team prior to 5/6/21 meeting

Brigid

- Email Dave about Sunday meeting