

# MIDDLESEX

## COMMUNITY FUND

**Meeting Date:** June 3, 2021 at 11 am

**Invitees:** Theresa Mann, Brigid Browning, Amy Rose

**Agenda:**

**Website Update** (Thea) – Looked at website during meeting and tested out the donate function. For the Education and Camp grants section, Amy suggested that we amend the language to include the \$300 as a typical grant amount, but that all requests would be considered. That change was agreed to. Also all agreed that the grant apps are fine to be printed and not be fillable PDF's.

**Mailing List status** (Brigid) - The letter to past Food Shelf donors has gone out. The group agreed to ask Abby to reach out to town clerk for town resident data, to look into possible free donor management software, and to continue researching local business contact data.

**Launch** (team) – We are live!! Thea is working on the scripts, Finalized on-call schedule: Thea for June, Theresa for July, Brigid for August, Amy for September

**Grant research** (Amy) – Will apply for a \$5K grant from the Vermont Community foundation. Also will apply for a \$2K grant from Ben & Jerry's. There is also a community grant through the state that we could apply for if we get a good community project, the river walk project may already have done this. NSB also has a grant program as well that we can look into. Amy will also look into donation jars and “rounding up for a good cause” opportunities locally.

**Other:**

**Fundraising** – Have received a few donations already. No new expenses that we are aware of coming up. Brigid will take care of mailing expenses. Looking into a tri-fold flyer that could be included in any communications with a tear off donation card.

Currently the Fund has \$3775 in the account. \$2000 of this was from the Central Vermont Women's Giving Circle.

**Meeting Minutes** - The group agreed to have a more formal approach to the meeting minutes as they are on the website. The group needed to approve and ask Thea to post minutes from the last two meetings.

The next meeting agenda and date were agreed to and the call ended.

**Action Items:**

**Abby**

- Look for free donor management software
- Contact Town Clerk to request Grand List address list

**Brigid**

- Confirm that there are no expenses associated with using Donor Box to either the fund or the donor.
- Follow up with Thea regarding website: verbiage for donor box costs, PDF Fillable forms, Cap for Education & Camp grants

**Theresa**

- Send Thea updated Meeting minutes log for uploading to website.
- Email draft announcement the central message being the launch of our new website.

**Amy**

- Apply for grants with VT Community Foundation, Northfield Savings Bank and Ben & Jerry's.