



OPEN BASKETS

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Meeting Agenda

August 28, 2010

Invited members

- Colleen Hansen, Executive Director
- Andrew Clayburn
- G.J. Clayburn
- Lysa Clayburn
- Sally Clayburn
- Laura Dent
- Maechelle Gordon
- Marilyn Hansen
- Nancy Hansen
- Phil Hansen
- Greg Kpowulu
- Sue Kpowulu
- David Lyell
- Karna Lyell
- Christy Metzger
- Steve Metzger
- Carlos Sabo
- Kim Sabo

Suggested Time

Agenda

- | | | |
|------------|---|---|
| 2 minutes | 1 | <u>Welcome & Introductions</u> Time: _____
a. Introduce new members and guests |
| 3 minutes | 2 | <u>Agenda & Minutes</u>
a. Minutes: Corrections, comments, and approval
i. First meeting; nothing to approve
b. Agenda: Review, amendments (if any) & approval |
| 5 minutes | 3 | <u>Treasury & Finance Report</u>
a. Income & expense report
b. By the Numbers - 2009
c. PayPal |
| 10 minutes | 4 | <u>Committee Reports</u>
a. Baskets
i. Creation & design
ii. Procurement
iii. Kids
b. Space & transportation
c. Volunteers
d. Marketing & website
e. Financial development (grants, partnerships/sponsorships, fundraisers, donors)
f. Strategy
g. MHR liaison |
| 15 minutes | 5 | <u>Old Business</u>
a. Best Buy
b. Website (old v. new) |
| 40 minutes | 6 | <u>New Business</u>
a. Space needs
b. Grants
c. Partnerships/Sponsors
d. Fundraisers
i. Wine & cheese event(s) (see plan on separate sheet)
ii. 20 x \$1000 campaign
iii. IMAX
h. Volunteer dates: November 19 (set-up) & 20 (assembly & delivery)
i. New family photo |
| 10 minutes | 7 | <u>Other Business</u>
a. Thoughts that arose during the meeting; to be discussed or tabled, depending on time |
| 5 minutes | 8 | <u>Next Meeting</u>
a. October 22, 23, or 24 (Fri, Sat, or Sun?) |
| | 9 | <u>Adjourn</u> Time: _____ |