



OPEN BASKETS

Open Baskets

Meeting Agenda

October 23, 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: <u>10:11am</u> a. Introduce new members and guests |
| 3 minutes | 2 | <u>Agenda & Minutes</u> a. Minutes: Corrections, comments, and approval b. Agenda: Review, amendments (if any) & approval **Good job & Thank you to Laura taking the minutes for last meeting. **Minutes and Agenda are posted on Open Baskets web site. |
| 5 minutes | 3 | <u>Goals and Context for Open Baskets</u> a. Run a new decision through the model as an example **Discussed goal of doing baskets twice a year **Discussed free gift donation from Best Buy. 1) Hats = we will use in basket 2) Action figure = we will not use due to "violent" nature. However we discussed selling and donating these items to earn money for Open Baskets. |
| 10 minutes | 4 | <u>Treasury & Finance Report</u> a. Income & expense report (Colleen) **\$6k donation expected from Wal-Mart however Open Baskets will now receive \$1k total instead. **300 baskets (@ \$25 each) still needed to meet goal. This dropped to 298 baskets now needed to meet goal due to donation of \$50 from Marilyn and Nancy Hansen. b. PayPal update (Colleen) **This is now up and running |
| 35 minutes | 5 | <u>Committee Reports</u> a. Baskets (Colleen, Christy, & Kim) i. Creation & design i. 2011 & 2012 themes **2011 : Rise and Shine Baskets **2012 : Gift for all Season **Talked about starting sticking to the same themes and repeating them every 5 years. This would mean in 2013 we would start over with the "Movie & Dinner" ii. Procurement i. Dave & Marilyn donation for 2011 ** 2,000 items needed. Items received so far: ** Dave & Marilyn have donated 900 packets of stationary ** Best Buy donation of 4,000 hats ** 200 toothbrushes **144 toothpaste ** popcorn **The Dollar Store to hold a promotion where customers can donate items. ** Best Buy would like to do a project to raise \$1k to donate towards Storage fees! iii. Kids ** still need gift certificates. 13 yrs and up = \$10 Target card & 9yrs-12yrs = \$5 Target card. b. Space & transportation (Steve & Colleen). **Discussed renting storage space year round c. Volunteers (Lysa) |

** Still looking for volunteers to help on the transportation team. Lysa says we should be fine with volunteers for the assembly as these spots are easy to fill.

**Group from St Thomas & Best Buy are lined up to volunteer for basket assembly

** Discussed having the Girl Scout troops work on assembly of the Kids baskets

- d. Marketing & website (Colleen & GJ)
Website moved back to "old version". Any feedback let G.J. or Colleen know.
- e. Financial development (grants, partnerships/sponsorships, fundraisers, donors) (GJ)
 - i. Wine & Cheese event
 - **Wine & Cheese "pilot" event to be held tonight 10/23/10
 - ** Needed : wine glass charms and corkscrew for part basket
- f. Strategy (GJ)
 - i. Goal for 2011: 1,300 baskets – half-way to original goal!
- g. MHR liaison (Colleen)
 - ** MHR reps agree to be video taped

6 Old Business

- a. Best Buy (Maechelle) = Raise another \$10k for 2011!
- b. IMAX = tabled for now will pick up in 2011
- c. Volunteer dates: November 19 & 20
- d. New family photo (Kim) = Will shoot for Spring or Summer

5 minutes

7 New Business

- a. Business model – straw poll: fiscal agency vs. 501(c)(3) = Will stay with ~~Fiscal~~Fiscal agent
And maybe move to 501 c 3 sometime in the future when we can handle the Expense of paying an administrator.

10 minutes

8 Other Business

- a. Thoughts that arose during the meeting; to be discussed or tabled, depending on time
 - **Discussed ways to ask for the 298 basket donations at assembly site.
 - ** Earned income committee developed to handle items like selling the "action Figures donated by Best Buy (Maechelle, Lysa, & GJ)
 - **transportation committee *Phil *Steve *Colleen to line up storage

5 minutes

9 Next Meeting

- a. February/March - TBD

10 Adjourn Time: 12:02

11 Light Lunch/Informal meeting to discuss logistics of next month's event