

ArtStream Board Fundraising/Gala Committee 1/18/23 Meeting Summary

The first ArtStream Fundraising/Gala Committee meeting was held on Wednesday, January 18, 2023, via Zoom at 7:00 pm EST. Committee members and staff present are listed as follows:

<u>Committee Members</u>	<u>Present at Meeting</u>
Eleanor Allen	X
Matt DiGilio	
Bob Holden	X
Chitra Jayachandran	
Darlene Richeson	X
Sonia Trask	X
<u>Staff</u>	
Heller An Shapiro	X

Two action items were on the agenda, which included:

1. Development of a Charter for the committee and,
2. Selection of a Committee Chair

The Charter was developed and is a separate attachment to the report. The committee decided to have Co-Chairs. Sonia Trask and Darlene Richeson volunteered to co-chair the committee. The next meeting will be scheduled based on the best availability of members.

Submitted on 1/23/23 for inclusion in 1/30/23 Board Materials by Darlene Richeson.

Charter – ArtStream Fund Raising/Gala Committee - 1/23/23

The role of this committee is to ensure that ArtStream’s overall fundraising and gala fundraising are in concert with ArtStream’s strategic direction and needs. The committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process.

Purpose

The Fundraising/Gala Committee shall make recommendations to the Board regarding fundraising. The Committee will review, develop, adopt, and as appropriate implement ideas and proposals to attract funds needed to carry out and expand the mission of ArtStream. Any recommendations in consideration of major new initiatives for revenue generation and expenditures of funds will require Board approval. The committee does not supervise staff.

Functions

The functions of the Fundraising/Gala Committee shall include, but not be limited to:

1. Identifying sources of funding and strategies for success.
2. Working with the executive director and the Finance Committee to define short-term and long- term funding needs.
3. Developing plans and proposals with respect to fundraising including solicitation of donations, sponsorships, underwriting, and fundraising activities, and reviewing the progress of implementation of these plans and proposals.
4. Evaluating costs and benefits of fundraising activities and fundraising-to-management expense ratios, based on data from staff.
5. Reviewing donor’s names and gift range utilizing staff provided data, in compliance with ArtStream’s Donor Bill of Rights and Gift Acceptance Policy.
6. Identifying community, business, and political leaders to work with Board members and staff in fundraising activities or activities that positively benefit the bottom line of ArtStream.
7. Reviewing ArtStream’s communications to donors, sponsors, and underwriters, as needed.
8. Submission of a summary report of any committee activity and any requests for Board action to the Board at least one week prior to each Board meeting.
9. Assisting Board members in fulfillment of their give/get goals.

Membership

The Fundraising/Gala Committee shall consist of at least three (3) Board members. The Fundraising/Gala Committee may recruit non-board members, as needed, provided that the number of Board members on the committee shall always be a majority of members of the committee and the Co-chairs of the committee shall be a Board members.

Meetings

The committee shall meet as required, and normally hold a meeting prior to each Board meeting. The committee may meet and act upon the vote of its members via telephone or other electronic communication equipment where all parties participating in the meeting can hear each other at the same time.