

## Combined Charities Meeting Notes

August 6, 2015

**Present:** Michelle Clancy, Jim Hill, Joan Van, Dave Coyle, Melody Powers, Christopher McClenney, Eric Hoberg and John Murray.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Relevant Documents</b>
Work Plan Review	A revised Work Plan was distributed. John noted the addition of activities related to the Art Contest as being the main revisions.	Work Plan List of Steering Committee Meetings
Art Contest	Copies of relevant documents were distributed. John noted that the Art Contest announcement has already appeared in the HHS eNewsletter and will be appearing in other Dept newsletters over the next several months. Shannon submitted some sample flyer for the group to review.	Announcement Guidelines Flyers Newsletter List (not included in attachments)
Communications	John submitted a draft list of dates and topic to be covered in future CCC newsletters as well as a status update on letters to be sent related to the Campaign. Status on the posters for the Campaign is pending.	Newsletter Plan Letters Status Checklist Posters
Prizes	A list of prizes was given to the group. A second mailing will go out later this month to businesses that supported the Campaign last year but have to yet respond this year.	List of Prizes
Kick-Off Event	HSA has a contract to be submitted for the kick-off event. The kick-off event will be 9/16/15 in City Hall's South Light Court. Amour Catering (same caterer as last year) has submitted a quote. A proposed agenda for the kick-off was distributed. The main change is	Contract (not included in attachments) Catering Quote (not included in attachments) Proposed Agenda

	the elimination of Federation presentations in exchange for a dedicated page in each newsletter and change in set-up to encourage interaction with Federation on day of event.	
Thank You Event	HSA is actively seeking a new venue as Delancy Street is not available within the first two weeks of December.	Venue List

Upcoming Meetings:

Date	10:45 - Noon	Location	Possible Agenda Items	Status
July 2 <sup>nd</sup>	10:45 - Noon	City Hall, Room 201	Kick-Off Planning Meeting	Done
August 6 <sup>th</sup>	10:45 - Noon	City Hall, Room 201	Status Check on Campaign Progress	Done
August 20 <sup>th</sup>	10:45 - Noon	City Hall, Room 201	Status Check on Campaign Progress	
September 3 <sup>rd</sup>	10:45 - Noon	City Hall, Room 201	Status Check on Campaign Progress	
September 8-9	TBD	HSA 170 Otis	Packet Assembly (Federations Only)	
September 10 <sup>th</sup>	10:45 - Noon	City Hall, Room 201	Finalize Details for Kick-Off	
September 16 <sup>th</sup>	9:00 – Noon	City Hall, South Light Court	Kick-Off Event	
October 1 <sup>st</sup>	10:45 – Noon	City Hall, Room 201	Debrief regarding Kick-Off Event	
October 8 <sup>th</sup>	10:45 – Noon	City Hall, Room 201	Check-In	
October 15 <sup>th</sup>	10:45 – Noon	TBD	Coffee Card Drawing	
October 22 <sup>nd</sup>	10:45 – Noon	City Hall, Room 201	Early Bird Drawing	
October 29 <sup>th</sup>	10:45 – Noon	City Hall, Room 201	City Drawing	
November 5 <sup>th</sup>	10:45 – Noon	City Hall, Room 201	Selection of Art Contest Winner	
November 12 <sup>th</sup>	10:45 – Noon	City Hall, Room 201	Final Drawing	
TBD	TBD	TBD	Finalize Plans for Thank You Event	
TBD	TBD	TBD	Thank You Event	