



Saint Demetrios Greek Orthodox Church

C a p i t a l C a m p a i g n F o u n d a t i o n

Date: Wednesday November 1st, 2023

Time: 11:00 AM-11:30 AM

Attendees: Peter A, Tim J, Efie S., Tina E.

Absents: Father P., Andy T.

Minutes Taker: Efie S.

Agenda

1. Update about thank you correspondence (email, phone calls, thank you cards)
2. Volunteer opportunities in November
3. 10 hours consultation program with Alba Sukkar
4. Update about Funddocs and accounting firm
5. November Newsletter
(<https://preview.mailerlite.io/preview/616008/emails/103476737760822813>)
6. Capital Committee Hosting events for donors and potential donors

Parking lot: Ideas for future fundraising events (discussion about how often and type of events), Investnext (discussion when there are news to report)

Minutes

1. The meeting started with Efie S. talking about the thank you correspondence to the people who attended the concert. She shared that the spreadsheet with the emails is ready and we can send the thank you email. Tina E. said that she will send the thank you email the same day by merging the spreadsheet into the email. Efie S. also shared that the thank you cards have been printed and Tina E. will pick them up on Friday morning. Then the members of the Committee will split the cards and handwrite the thank you messages on the cards over the next week. Peter A. and Tim J. said that they are happy to make thank you phone calls to the people whose phone numbers we have.



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2. Peter A. shared that there is a volunteer opportunity in the beginning of November that could give to the foundation some extra money. However, the volunteer opportunity is oriented to younger people because it is more labor focused. Tina E. offered to help and ask people she knows to volunteer for this cause.
3. Tina E. shared that she had applied for a grant for 10 hour consultation with Alba Sukkar and it has been approved. The Foundation can have 10 hour consultation with CFRE certified Alba Sukkar who was development director for many Foundations. She can help us successfully fundraise and bring more value to our Foundation. Tim J. suggested to have a short online meeting with her at the end of November to discuss with her and decide how to use this time.
4. Peter A. shared that he has talked with 3 different law firms about the funddocs. All of them are very competent and the decision on which one to utilize will lie upon the price. About the accounting firm Peter A. and Tina E. are interviewing 3 accounting firms at the moment. Peter A. shared that ideally the Foundation will have the same accounting firm as the St. Demetrios Church. Peter A. will have more updates in the next 2-3 weeks.
5. Efie S. shared her November Newsletter draft with the members of the Committee. She said that if there is no feedback, changes or additions by Friday morning she will send it to the newsletter subscribers on Friday morning.
6. Peter A. shared that it would be a good idea to host monthly or quarterly events in the church premises or member's houses to talk to people about our progress. Tina E. suggested to have quarterly events at the moment and possibly hosting events more often in the future. Tina E. suggested to host such an event during the Festive period in December. The topic will be discussed again next week.