



Saint Demetrios Greek Orthodox Church

Capital Campaign Foundation

Date: Wednesday October 25^h, 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. Gathering information for the database with all the concert attendees, VIP tables, sponsors.

https://docs.google.com/spreadsheets/d/1UVMJd5t8Q2gLf_Y7-Qs2xMx_G6HCZqasBSA82ATSeE/edit?usp=sharing

2. Thank you email (attached below)
3. Thank you phone call. Script with bullet points, script for voicemail
4. Thank you cards- buy stationary, envelopes, postage etc.
5. Share content from the concert on Facebook <https://www.facebook.com/profile.php?id=61551984249640>
6. November Newsletter

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

Minutes

1. The meeting started with Efie S. talking about the database with emails, phone numbers, and addresses of sponsors, VIP tables and attendees of the Thanos Petrelis Concert. Efie S. shared that the database has the majority of the emails but it is harder to find addresses and phone numbers. Efie S. said that she collected the majority of the information from the stewardship list. Peter A. said that Tina E. may be able to help with phone numbers and addresses. All the members



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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

of the Committee will have a look at the shared spreadsheet with the database and will fill in all the information they know.

2. Efie S. said that she shared a sample thank you email at the beginning of the week and she would like feedback on it. Once it is approved it will be sent to the attendees at the beginning of next week. Peter A. said that he will review the email and give his feedback the same day. Tina E. said that we can marge the spreadsheet into the email and we can send the thank you emails automatically. Tina E. will explain how to do it on a virtual meeting with Efie S., Peter A. and Alejandra on Tuesday, October 31st at 9:15 AM.
3. Efie S. said that we should make bullet points for the thank you phone calls. Tim J. said that we should thank people for their support and tell them that thanks to them we had a very successful event. Tim J. also said that we can ask them for feedback. Tina E. added that we can offer to meet them in person and chat with them if they want. This way people will want to get more involved, participate in future events and possibly make contributions. Tina E. shared that she has made phone calls to the sponsors the days after the event. She said that we need to call people who came from Phoenix if we find their phone numbers and some people with VIP tables. Peter A. said that he and Father P. will start making phone calls next week.
4. Efie S. shared that we need to print thank you cards, labels or envelopes. The members of the Committee agreed to use the ActionPrinting Company for their printing projects. Tim J. suggested to ask the printing company for discount for printing a large amount of cards. Tina E. suggested to use the Pima County Directory to find the home addresses. Efie S., Tina E. and Peter A. will work on the thank you cards and will contact the printing company for a quote asap.
5. Efie S. shared that the St. Demetrios Capital Campaign Foundation has Facebook page and encouraged everyone to follow it. Tina E. and Peter A. will send to Efie pictures and videos to upload to the Facebook page. Peter A. suggested to create a Flickr account for pictures and videos of future events.
6. Efie S. shared that she will work on the November Newsletter next week and asked the members to let her know about any church community events that will take place in November. Peter A. said that he will ask Father and he will inform Efie S. about such events.