

**Sun Prairie Public Library Foundation**  
**Board of Directors Strategic Planning Meeting**

8:00am, Thursday, December 12, 2019 (7:45 coffee)

Library Community Room

1. Coffee and snacks 7:45-8:00
2. Call to order and introductions: Sarah Barnes, Mark Chin, Sanket Shah, Pat Wende, and Erin Williams-Hart.
3. Recruitment Committee: Election of Pat Wende to Foundation Board
4. Executive Committee: Kassi
  - a. New logo & vision moving forward
  - b. Executive Director update
5. Officer Elections/Re-elections: Kassi

President – Kassi Schroeder	Secretary – Nicole Beattie
Vice President – _____	Treasurer - _____
Past President – Aaron Oppenheimer	
6. Finance Committee: Jason
  - a. Investment Policy Update to Include Kind Fund
  - b. 2020 Budget Proposal
  - c. Questions on the Treasurer's Report
7. Volunteer Orientation – Erin Williams-Hart
8. Membership and meeting dates: Kassi
  - a. Meeting time: 8am, fourth Thursday in March, June, and September (3/26, 6/25, and 9/24)
  - b. Strategic Planning Meeting: second Thursday in December (12/10)
9. Committee Assignments: Kassi
  - a. Individual Giving (2020 focus of board per recommendation of Library Strategies): Chair needed
    - i. Fall Appeal: Need three - four committee members to create a campaign (compose ask-letter and thank you letter), determine recipients, and market (displays and advertising).
    - ii. Planned Giving: Need three – four committee members
  - b. Special Events (streamlined & simplified per recommendation of Library Strategies): Chair needed
    - i. Spring Event March 14, 2020 - Chair needed
      1. Committee membership: Kassi, Tracy, Sally, Svetha, Sarah
      2. Event theme & changes
      3. Ticket sales
    - ii. Book 'n it Run August 1, 2020 - Chairs: Staci and Tracy
      1. Committees & membership
      2. Event theme & changes
  - c. Finance: Treasurer will be chair
  - d. Marketing: Chair needed
  - e. Recruitment: All board members whose term expires at the end of 2020, unless they plan to serve another 3-year term: Nicole, Carol, George, Mark, and Kassi
10. Committee Breakout (10-15 minutes): SMART Goal activity
11. Sign Conflict of Interest forms for 2020
12. Information sharing
13. Adjournment