

## **Athenaeum Foundation Executive Committee Meeting Agenda, 11/18/15**

### **Fundraising & Friend-Raising**

- Update on capital campaign, including plan to remind board members of pledged amounts due by 12/31
- Plans for year-end appeal (10/31 deadline for creation of piece; edits complete by 11/6; mailing list updated by 11/13; heading to printer and then mailing on 11/20); discuss potential follow-up role for board members
- Generative discussion on how best to engage every board member in some way

### **Board Governance**

- Review action items from strategic planning session; discuss budgeting need for 2016
- Update on filling board openings: Larry Roan & Nabeela Virjee to be proposed during 11/18 board meeting; Jack Leicht & Rod Reid (potential IN Landmarks rep) being wooed; Gerald Lamkin moving to emeritus status in March
- Develop November board meeting agenda (following is a draft)
  - a. Consent agenda
    - Finance report
    - Committee reports
    - President's report
  - b. Phanomen Design's lobby presentation
  - c. Committee structure
    - Establish chair/members of each committee (non-board members, too)
    - Create meeting schedules
    - Create committee mission statements
    - Create committee goals for 2016

### **Administrative Matters**

- Employee job duty transitions
- Update on NHL status; discussion regarding PR/fundraising opportunities (anticipating notification next week on 11/16; should be made official in spring or summer, 2016)
- Discuss recent GermanFest success/results/outcomes
- Review upcoming AF staff-driven events and discuss ways board members can get more engaged