

**Committee Members Present:** Ann Carey, Diana Donovan, Kemal Gasper

**Staff Present:** Joy Young, Megan Reid

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**A. Call to Order**

Kemal Gasper called the meeting to order at 4:09 PM.

**B. Discussion**

Kemal Gasper reviewed the most recent Development Committee meeting. He expressed concerns how to move progress for the Arts Awards forward because he is looking for clarification about how to work together with new CCGJ employees.

Diana Donovan discussed the need for improved logistics of working with the newly hired Development Associate. Diana Donovan would also like to identify the appropriate tasks for staff who are working to execute the Arts Awards. Additionally, Diana Donovan mentioned that Downtown Vision Inc. has offered their event coordinator, Haley Wright, who could be available to assist with the logistics of the Arts Awards.

The committee discussed having a project manager for the Arts Awards so that they can know what is happening with the event. They also wanted to know more about the overall job description of the Development Associate to know what tasks other than the Arts Awards are being assigned to the role.

The Executive Director clarified that the Development Associate is charged with overall development, which includes both grant writing and the Arts Awards event. Tasks for the Arts Awards are outlined in a Google Document, which was shared with the Development Committee for their input and information prior to the start of the Arts Awards planning.

Ultimately, the Development Committee wants to see what specific fundraising tasks are being completed by the Development Associate - emails, letters, calls, contacts, etc. They would like more quantification on the work that the development position is doing. They would also like more information overall as to what is happening regarding the Arts Awards.

Before the committee discusses anything outside of the organization, the Executive Director would like to talk with staff to identify and implement solutions.

**C. Public Comment**

No comment was made.

**D. Closing**

Kemal Gasper made a motion to adjourn the meeting, Diana Donovan seconded the motion. All were in favor, the motion passed unanimously. The meeting was adjourned at 5:05 PM