

**Capital Campaign Committee  
Meeting Minutes  
August 5, 2015**

**Attendees:** Renee Horswill-Phillips, Karen Krejcie, Mary Talbot, Mark Vander Linden, Brad Sowinski

**Excused:** Barb Gerritts

**Next Meeting:**

*OBJECTIVE: Develop and execute a plan to raise 100% of the funds and pledges to a General Project Fund before breaking ground.*

**1. Rendering Invoice**

Consolidated Construction: Received \$2500 invoice; if the project doesn't move forward at all or they are not selected as the general contractor/architect, payment is due within one year.

**2. Donor Packets**

Everything is printed. Around \$100 remaining to be put towards postage of Tier 1 contacts.

**3. Updated timeline review – from May/June still need sub-committees**

Gift Solicitation – 12-18 people

Mark Vander Linden	Ron or Vicky Wolf
Brad Sowinski	Chad Rottier
Bill Vosters	Brad VanCamp
Shawn Steinbarth	Gary VerVoort
CJ Bast	Tammy Sheriff
Seth Ponschock	Greg Hofacker
Nathan Peters	Bob VanEperen
Pat VonHaden	

*ADMIN: Lynn?*

Karen brought up parish staff concerns; Chad and Karen were going to address. Renee can work with Chad to follow-up with staff.

**ACTION:** Renee and/or Chad to follow-up with Staff to discuss project in further depth.

Follow-Up & Memorial (6-10 people) & Social Committees: (8-10 people)

Pat VonHaden

Mary Talbot

Barb Gerritts

Tammy Sheriff (as needed)

Lena Cook

Heather Del Forge

Carol Berg

*\*potential people have been contacted; will try to combine committees*

(Lynn Van Den Bosch)

**ACTION:** Barb to send list to Renee ASAP

**ACTION:** Social Committee to setup tables and provide food for open houses.

Finance & Audit Committee – 2-3 people

Brad Sowinski

Mark Vander Linden

CJ Bast

(Lynn Van Den Bosch)

Marketing & Publicity

Renee Horswill-Phillips

Karen Krejcie

Michelle Huss

4. \*\*After further discussion between Renee, Brad, Mark and Mary it was determined Karen and Chad will meet with parish staff to address concerns.
5. Action – Mark/Brad to follow up with Tier 1 & 2 mailings after the 15th of Aug to confirm the packets were received by intended family, discuss their wishes regarding a meeting or not and set meeting date once cross referenced with fathers schedule.
6. Action – Brad will take entire parish membership excel spreadsheet and add columns with sub titles to track progress of the campaign with each family. For example: 1. Donor packet mailed 2. Contact made 3. Meeting desired y/n 4. Meeting complete 5. Pledge form received 6. Thank you sent
7. Action – Karen/Brad to discuss with front office who they feel should make follow up phone calls to families if there is missing information on the pledge form. Is this something Lynn wants to handle being the face of the parish office or not?
8. Mark and Brad will have a meeting with gift solicitation cabinet members before our next meeting on Aug 12th to lay out game plan for duties and follow up etc.....

Adjourn 9:50pm.