**Miranda’s Transition Notes 01/15/20**

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**Advisory Council**

The next meeting for the Advisory Council is scheduled for **Friday, 03/06/20 at 8 AM**. Send a meeting reminder a week ahead of time and ask for RSVPs, so you can ensure a good turnout. Follow the format of ensuring a solid connection and review of the last meeting and what occurred as a result. They want to feel they are contributing and they have an inside scoop of what is happening at the agency. Ask Michelle Rollins to get the breakfast (just a nibble and plenty of coffee is fine). Minutes are in F:/Users/Shared/Meeting Minutes/Advisory Council. Member list and other meeting materials are in: F:/Users/Shared/Resource Development/Advisory Council.

**Kane County Behavioral Health Council Awareness Committee**

Michael Isaacson continues as chair of this group. The next meeting is scheduled for **Wednesday, 02/12/20 at 10:30 AM – 12:00 PM** in the Kane County Government Center Auditorium. Our responsibilities are to help at several times a year write a Message of the Month. Because a clinical staff member has to write it, give enough lead time to do so. Jules and Kelly have done it in the past.

**Geneva Women in Business**

I served on the Geneva Women in Business Board for two years, but have transitioned my responsibilities and resigned. They are a good group to continue to stay involved with, but we do not have to fill a Board position. Luncheons are the 3rd Tuesday of every month. TriCity Family Services is the Chance-for-Charity for January and February 2020. Laura Poss is attending **Tuesday, 01/21/20 11:30 AM – 1:00 PM** at Nosh and **Tuesday, 02/18/20 11:30 AM – 1:00 PM** at Hotel Baker. We will receive their raffle proceeds from these two luncheons. Book it under Community Groups when it is received.

**RD Staff Meetings**

RD Staff Team (Michelle Rollins, Mary Kay Dowling, Laura Poss and Director of Development) meets every Thursday morning 9:30 AM – 10:30 AM in the RD Office. I do an agenda the day before and email it to everyone. Mary Kay does the minutes. Minutes and agenda template are in F:/Users/Shared/Resource Development/Meeting Minutes.

**RD Committee**

The RD Committee of the Board of Directors is comprised of: Veronique Saxe (Chair), Dave Randa, Jan Silverman and Laura Wiskari. Laura Poss and Gail Krawczykowski can alternate attendance. Currently we are meeting on a quarterly schedule with greater frequency when needed. Coordinate meeting times and agenda with Veronique. Minutes are in F:/Users/Shared/Meeting Minutes/RD Committee. Agendas and other materials are in: F:/Users/Shared/Resource Development/RD Committee. Following meetings, I also upload all minutes to the Board Intranet (Shared Google Drive). I don’t know the extent that others are using this at the present time, but I continue to upload my documents. Eric Laskey will have to give credentials for the shared drive. Currently they are: user: [tricityfamilyservices@gmail.com](mailto:tricityfamilyservices@gmail.com), password: Dolphin18!

**Reconciliation**

Every month, I do the reconciliation between Finance and Development. I feel it continues be important for the Director of Development to do this task because I don’t enter any of the gifts and that helps with checks/balances and the Finance policies and procedures. Mary Kay enters gifts on the Development side. Eric Laskey enters gifts on the Finance side. I look for agreement on both sides and move miscategorized or mislabeled gifts to the correct places. The goal is to ensure that both sides have every gift, all appeal and campaign codes on the Development side are as we want them and the fund account is as we want them on the Finance side.

Eric provides the monthly donation information from Finance (usually around the 15th). To get the Development donation information:

Go to Query in Results Plus

Select Monthly Reconciliation (change dates).

Click Edit.

Click the Criteria tab.

In “And [GiftTransaction].[DateRecvd] Between #11/01/2019# and #11/30/2019#” change the dates to the first and last days of the month you want.

Click Done

Click Run Query

Click Export List to Excel

I generally sort the list by Campaign and then by Appeal. Then go gift by gift through Finance and Development and note any discrepancies. Record the changes that Finance has to make, the changes that Development has to make, the changes that both have to make and route it back to Eric Laskey, then to Mary Kay. When completed, Mary Kay will file the Reconciliation in the month’s batches, located in Mary Kay’s office. After completion, Eric Laskey sends me the monthly Contribution Report to review and send to the RD Committee. I send it to the RD Committee with any update during months we aren’t meeting. When we are meeting, we review at the meeting.

**Friday Five**

Every week I write and send the Friday Five email to the Board of Directors. Send it to all Board Members and cc Laura Poss, bcc Michelle Rollins and Mary Kay Dowling. I have moved an archive of Friday Fives into: F:/Users/Shared/ Resource Development/Friday Five. I would suggest saving a pdf copy of each Friday Five email in there going forward (I had them archived in an email folder, which isn’t great for permanency).

**Management Team/Staffing Supervision**

Director of Development participates on Staff Management Team. Meetings are 2nd and 4th Monday of the Month at 1 PM. Director of Development supervises (1) Michelle Rollins, Communications Manager, (2) 40% of Mary Kay Dowling, Administrative Assistant (3) Teresa Reinalda, Graphic Designer Consultant. The only performance evaluation that needs to be completed each year is for Michelle Rollins. I also provide feedback toward Mary Kay Dowling’s performance evaluation to her supervisor, Sandy Jones. For Teresa, process invoices when received from her. She does a great job itemizing her time, so you can allocate the time spent on the Gala, for example, as a Gala expense. Previous invoices and allocations are in F:Users/Shared/Resource Development/Marketing/Teresa Reinalda. Fill out the Purchase Order accordingly, so Eric Laskey knows where to book the expenses.

**Budget**

Director of Development directs Private Support budget and the RD Expense budget for the annual budget process. The Private Support Budget should be reviewed with the RD Committee before being finalized. This all occurs April-June.

**FY’20 Development Plan:**

Every year I create the Development Plan. It has two parts **(1) FY’20 Summary** **(2) FY’20 Worksheet.** Development Plans are located in F:/Users/Shared/Resource Development/Development Plans. I update the worksheet constantly (RD Committee doesn’t review this, it’s for our own tracking and organization) and I update the Summary once at mid-year (February or so) and the end of the year (July/August after all the financials are known). I generally send it to the RD Committee prior to a meeting and ask for questions at the meeting, rather than reviewing it in detail during the meeting. Key notes for each area at present:

**Individual-**Fall/Calendar YE Appeal is still seeing returns. The next thing to do would be preparation of the **Winter Newsletter** and the **Lapsed Donor Appeal** in February. To pull a lapsed donor list:

Go to Query

Go to Lapsed, right click and Edit

Change the dates (I would do 07/01/2013 – 02/28/2019)

Click Done

Click Run Query

Click Export List to Excel

Previous lapsed mailings are in F:/Users/Shared/Resource Development/Direct Mail/Lapsed Donors. We now have an Appealmaker account, which I love. I piloted its use for the Fall/Calendar YE Appeal. Login at appealmaker.com: User-[mbarfuss@tricityfamilyservices.org](mailto:mbarfuss@tricityfamilyservices.org) Password- Miranda@2019. The mailing can also be done in-house, and this is preferable if the Kohl’s volunteers can do the folding and stuffing for us. They contribute $500 when 5 Kohl’s staff participate and they love to do mailings (if it’s not Christmas time). Coordinate with Mary Kay Dowling.

When impact sheet for the Annual Report is complete, do a mailing to all donors with that information for fiscal year end. Staff Appeal is done in-house. Past files for all direct mail projects are in F:/Users/Shared/Resource Development/Direct Mail.

**Corporate-**Corporate Partners in Caring drives this revenue line. Current partners are:

$5,000 Pacesetter:

**Aldi** – renewal pending, was due October. Meet with Tom Richey.

**First National Bank of Omaha**-submit grant request in June (06/03-06/24 window) for renewal in September

**FONA International** – renewal pending, was due July. Meet with Tonya Hubbartt. Renewal request sent to her 01/15.

$2,500 Supporter:

**DHJJ**- comes in two pieces, seek renewal in May from Tom Brown

**Doran Scales** – renew in November with Mark Podl

**Fox Valley Orthopedics** – renew in July with Brittany Moran (seek help from Dr. Eric Bartel)

**K. Hollis Jewelers** – renew in January with Rob and Karen Hollis. Renewal request sent 01/15.

**Mason, Faith & Hoscheit** – Dr. Mason verbally committed, they have paperwork to renew, due February

**Nicor**- renewed in August and is renewing again early (January) thanks to Stephanie Wang advocacy

**St. Charles Bank & Trust-** renew with Mike Wozniak in early March. They have wanted to do $2,500 Corporate Partner and $1,000 for full Gala table just prior to Gala. Renewal request sent 01/15.

**Foundation-**All foundation information is in F:/Users/Shared/Resource Development/Grants and the Foundation sheet in the FY’20 Development Plan Worksheet.

A key renewal for the budget will be a foundation gift from the Richard H. Driehaus Charitable Lead Trust. This is not a submission, but Chris Mellin needs to be asked for the gift.

The first formal submissions that someone will have to do will be:

**Dunham Fund-** complete submission by January 31st. Text for the application is completed. It is in F: Users/Shared/Resource Development/Grants/Dunham Fund. Submit via the Dunham Fund website grant portal. **Community Foundation of the Fox River Valley**- letter of intent submission window is 02/01/20 – 03/31/20, for the server and computers (apply for between $25,000 and $30,000). Text from the Dunham Fund grant submission can be used.

**Driskill Foundation**- short form application is in. If we are approved to submit the long form, it will be around 01/20 and then due shortly after. Submit for $5,000 for Wilderness Challenge.

**Community Group-**All community group submissions (some require formal submissions, some don’t) are in F:/Users/Shared/Resource Development/Community Groups and the Community Groups sheet in the FY’20 Development Plan Worksheet. Most pertinent for the new person will be:

**Geneva Lions –** they send application and we apply. Ask the We Serve Foundation chair (Doug Warlick) if we don’t receive an application in the mail. Last year, this was submitted in March.

**Batavia Mother’s Club –** application deadline is 03/15 each year. Ask, if can’t access an application.

**Rotary Club of Geneva –** submitted March last year, received in April

**Rotary Club of Batavia –** submitted March last year, received in May

**Church-** All church information is in F:/Users/Shared/Resource Development/Church and the Church sheet in the FY’20 Development Plan Worksheet. Only St. John Neumann requires a submission. The remainder are relationship-based. Relationships are recorded in ResultsPlus.

**Other Grants & Contributions-** The Kane County Riverboat funding is recorded here as well as the in-kind value of the Painter’s Union District 30 grant. This line is not budgeted, but does count toward our total RD Revenue budget.

**Public Funding**- Each entity will contact us with their funding application and process for each year. All public funding submission information is in F: Users/Shared/Funding. Memos distributing responsibility among staff are also in those folders. Sandy does demographic information. Eric does financial information. Jules and Michelle Clark and consulted for outcomes information and success stories. Poss reviews the total submission before submitting and does the funding presentations. I also attend the funding presentations, since I know the application content.

Due dates are generally as follows:

**Batavia United Way:** due in April for next fiscal year funding

**Fox Valley United Way**: due in March for next fiscal year funding

**Geneva Community Chest**: due in September for current fiscal year funding

**Geneva 708 Board**: due in November for current fiscal year funding

**INC Board**: due in March for next fiscal year funding

**St. Charles 708 Board**: due January for next fiscal year funding

**William D. Barth Award**-Barth files are in F: Users/Shared/Resource Development/Events/Barth Award. Michelle Rollins will book date and venue (Riverside Receptions) and handle the nomination process. Be sure to ask Robert Landrum for a sponsorship for the event in August. Though we will have the event with or without his annual gift toward this event (and it does not cover all the expense of the event, just a portion), he does like to feel that he is underwriting it. Invite all Board, Advisory Council, Helpers with Heart, all former Barth winners, Mayors, Judges, and agency donors $250+ for the previous fiscal year, but also be sure to include: Diane MacNeille (wife of founder) and Vee Guynn (wife of founder).

**Gala-**Saturday, 03/21/20, Q-Center. Michelle Rollins is lead on this. Assist with achieving sponsorships, auction items, ad purchasers and attendees. Coordinate with Michelle Rollins regarding contacting Corporate Partners in Caring for their ad copy and attendees on the tickets included in their commitments.

**Green Means Go 5K-**Saturday, 05/2/20, Gunner Anderson Forest Preserve. Michelle Rollins is lead on this. Assist with sponsorships and runners/walkers.

**Golf Outing-**Monday, 06/22/20 at Prairie Landing. Michelle Rollins is lead on this. Assist with achieving sponsorships, raffle/auction items, and golfers.

**Trivia Night-**We have completed one this fiscal year. Current winners are Berkshire Hathaway Starck Realtors (contact Lori Linkimer) and they are willing to help plan it for the next time. Batavia Moose Lodge has no Saturdays available through the end of June. If continuing, I would suggest doing it between September 2020-February 2021, when the venue can be secured. Batavia Moose Lodge does not charge us anything, but a bartender fee, so it’s the ideal location. It is a Miscellaneous Special Event, so not mandatory for the Development Plan, but people have enjoyed its reintroduction. Files are in F: Users/Shared/Resource Development/Events/Trivia Night.

**Public Relations-** Michelle Rollins is lead on this. She handles all press releases, website updates, and social media.

Director of Development should update the Guidestar profile continuously, however, to maintain Platinum Rating. Visit guidestar.org. Login: [mbarfuss@tricityfamilyservices.org](mailto:mbarfuss@tricityfamilyservices.org), password: M1r@ndab.

Director of Development or should also update the 211 agency listing when they send the annual renewal.

**Adopt-a-Family-**Mary Kay Dowling is lead on this. She will coordinate Thanksgiving, Christmas and Easter programs in collaboration with volunteers, however, donor follow up and stewardship for adopt-a-family donors is a key opportunity to build further involvement.

**Special Attention:**

**Tim Kolschowsky match-**The Gerald A. and Karen A. Kolschowsky Foundation is matching monthly gift commitments through the end of the fiscal year. Speak to Tim Kolschowsky about commitments secured. So far we have $1,650 to match:

Gail Krawczykowski- $50 quarterly via GiveGab, so count Dec, Mar, June-- $150

Dudley and Judy Burgess- $250/month, so count January-June towards match-- $1,500

**Activate the Alley-**Continue working with Maureen Gasek to produce the mural for the Water Street Activate the Alley partnership on the following timeline:

|  |  |
| --- | --- |
| Preliminary Sketches | September 20-November 15, 2019 |
| Approval of Sketches | November 15, 2019 |
| Final Renderings | January 15, 2020 |
| Final Artwork Completed | March 15, 2020 |
| Send Artwork to Printer | April 20, 2020 |
| Scanned and Printed by Fast Color | April 27, 2020 |
| Installation of Mural | May 11, 2020 |
| Reveal Party Date | May 14, 2020 |

**Website-** Website is currently in redevelopment with Weblinx. Work with Rick Pawela, Art Director, to review draft pages and submit changes. If this project needs to slow down, it’s probably fine, but since we have approved the overall look and are not making lots of content changes, I think this project can still be completed this fiscal year.

**Annual Report** – I’ll get all the text and information to Teresa before I go. Michelle Rollins can handle draft revisions with Laura Poss. When the Annual Report is completed, post on the website and share via social media. We don’t mail any print copies out anymore except for with grant submissions that require it.