

Endowment Committee Meeting	
Purpose	Standing Committee Meeting
Time	9/11/17 at 6:00 pm
Location	Kanter Room

Attendees			
Board		Library Administration	
x	Denise Gibson (Co-Chair)		Molly Pandelli
x	Lesley Hoover (Co-Chair)	x	E. Leslie Polott
x	Kabir Bhatia	x	Ellen Smith
x	Melissa Monaco	Other	
x	Basil Musnuff <i>via video call</i>	x	LWV Representative

At the outset of the meeting, Mr. Musnuff announced that he was attending the meeting via video call because he was caught out of town as a result of Hurricane Irma. In the interests of being in full compliance with applicable Sunshine Laws, Mr. Musnuff stated that he would not vote on any issue and would not advocate for or against any issue that might come up for a vote, and that information provided by him in the course of the meeting, if any, should not be construed as advocating a position on any issue.

SUMMARY	
1.	Results from survey to former board of trustee members. Kabir shared aggregate feedback with the group from 10 responses received. 2 responses were anonymous. 28 total surveys were sent out. After full analysis, the group will work with staff for broader survey of donors (tentatively looking at donors over past 8 years including donors to capital campaign/room naming – who have email addresses on file).
2.	“Vision” Statement for Endowment Committee, Committee Name, and Endowment Funds. Our goals are to update these terms/names to more accurately reflect the work of the committee and the board’s approach to using & saving the funds. The group discussed our revised version and presentation for comment and review at the next full board meeting. See addendum on following page. The next step will be drafting a medium –long-term plan for the next 1-2 years including outcomes.
3.	Review donation reports – the committee reviewed donation for the purpose of determining which donors to send personal Thank You notes to from the committee. Lesley offered to complete this batch – for the designated donors.
4.	Ideas for future consideration – in parking lot <ul style="list-style-type: none"> a. Ambassador program for HLHS on social media – Melissa’s idea for us to write up highlights about events and philanthropy for committee members to share via our personal social media pages. b. Event/gathering for former board members in the Fall of 2017 or Spring 2018 <ul style="list-style-type: none"> • Denise to look at Dates, Melissa to draft invitation c. Business outreach initiative

Next Meeting – 10/9/17 at 6:00 in the Kanter Room

**ENDOWMENT COMMITTEE
VISION, STATEMENT OF PURPOSE AND PROPOSED NAME CHANGE
September 25, 2017**

In consultation with the Board President and HLHS executive staff, the Endowment Committee has explored the use of the endowment fund and the role of our committee, which led to a dialogue regarding the name of the committee and expectations that name connoted. Out of these conversations, we have developed the statement of purpose below and recommendation for changing the committee name to reflect this vision.

Committee Vision + Statement of Purpose:

To foster a culture of philanthropy at the Hudson Library & Historical Society to support special projects, infrastructure, maintenance, and operational and long-term needs.

- Communicate and raise awareness about the need and impact of philanthropy at HLHS.
- Thank and steward donors and supporters of HLHS.
- Set priorities for fundraising efforts including short and long-term organizational needs as well as traditional endowment needs under the direction of the Executive Director, Board President, and Committee Chair(s).
- Evaluate plans and strategies for fund development and present to the Board of Trustees as appropriate.
- Build relationships and identify linkages to prospective supporters in our community and region.
- Cultivate and steward charitable donations and sponsorships from individual donors, foundations, and corporations in collaboration with HLHS staff.
- Organize and support participation by the full Board of Trustees in fundraising efforts including their own personal contributions.
- Plan and implement ad hoc special events in coordination with staff leadership as appropriate.
- Engage in advocacy and networking for the benefit of the HLHS.

Recommendation: To align the committee name with the statement of purpose, we hereby recommend that the board of trustees rename the Endowment Committee as the Philanthropy Committee.