

FOWPL
Agenda
11-9-09

1. Minutes of 11-2
2. Treasurers Report
3. Gala event update; where are we and what needs to be done
 - donated items – cf Brigit’s list and needs
 - tickets
 - publicity
 - event itself
 - thank you to donors of items
 - License/public hearing
 - what needs to be done?
4. Update from last week: Mathew
 - name of the campaign
 - donor levels
 - Logo
 - payment plans
 - ambassador program
 - brochure
 - elevator speech
 - Honorary Chair -

November 9 – Mathew’s schedule

- **Progress Report:** Silent Auction to do list reviewed. A review of free tickets to be given out will occur at this time.
- **Draft reviews:** Review drafts of brochure, Elevator speech, Ambassador Program description, and logo. After reviews and input, items will be finalized.
- **Focus on Earmark:** ask someone from the Pingree office to attend session (Joe the lead? Note: EP has strong connections with each of the offices and can contact directly.)
- **Letter Campaign** before end of year: We will review what should be in the letter, the mechanics of getting it out, the personal touch campaign. Word of warning, this is not as easy as it seems and requires a lot of work from the friends, so the purpose of this is who is our audience, how do we mail out, etc. The process and letter will be finalized the following week, so that it can come out right after the event.