Skatepark Committee Meeting Minutes  
Wednesday, November 4th  
6:00 PM via zoom

IN ATTENDANCE:  
Lucas Brown  
Kirsten McWilliams  
Kate Lewis  
Jeff Woodbury  
Jack Gundling  
Anthony Johnson  
Tom Long (via zoom)  
Guest: Susan Norton

I. Approve last meeting’s minutes 
II. Update on RFQ & Timeline 
III. Finalize Fundraising Plan 
   a. Timeline 
   b. Committee Member responsibilities 
   c. Other Grants?  
IV. Schedule next meeting

NOTES:

I. We unanimously approve our last meeting’s minutes.

II. Update on RFQ & Timeline, by December 4th we are supposed to have our top firms picked so we can let them know. Deadline for firms to submit their qualifications is this Friday, November 6th at end of day. Next week we need to gather to look at these and figure out how to rank these. Anthony would get these to us electronically. Anthony will dump them into google drive so we can look at them and give them feedback. We do not go out to bid until we get 60% of our goal for fundraising. Then, we can go back to the city to ask if there is any more money.

Anthony will ask Brad if we can go out to bid before we have full $ in hand. Brad @ Pillar had said we should have the full money as firms won’t want to sign until we really have the funds.

III. Kate’s goal was to make us comfortable with fundraising. It is a conversation, a good way to get information out. There are tools to use, such as our own narratives, the FAQ sheet, good to have a document/brochure/the plan (with plan, background information, some details).

We should name who we are going to visit and set a deadline for those visits. We need to name who we are visiting. Could we have a running document with the pyramid.
Kate will create a google document where we can share names of community members we plan to approach. She will share with the committee members. We will NOT write down amounts that we are asking.

Deadline is March at the absolute latest. End of the year is ideal.

Deadline of Wednesday, November 11th, for submitting names to document.

When will our brochure/narrative be ready?

Idea of creating a kiosk/plaque with a recognition of sponsors. We cannot name the park after a corporate sponsorship but a recognition would be great.

Tom shared that this is standard across the state, writing a plaque.

Maybe a temporary kiosk while we are working, while in process.

Jeff will ask Erick Bloom how a place like Hannafords would hypothetically want to be recognized?

Some form of recognition to recognize donors.

Also, a press release, program/flyer at the opening ceremonies.

Companies are interested in the current multi media platforms online, they have value. We should try to create an ongoing list of donors with links. For purpose of ROI.

Are there examples of the city recognizing donors online via multi media. Kate believes this happens for Winterfest.

Jeff will share first draft of brochure with us for feedback.

Anthony will send out a doodle poll to us all for our next meeting.