

# Friends of Crowell Hilaka Special Meeting

## Sunday, February 22nd, 2015 at 1:00pm:

- FoCH Protocol:
  - Review of FoCH Fundraising Form - Pat Boczar and Donna Spiegler
  - Review of FoCH Forms (Changes and Additions from January's Meeting)
  - Board Member: Definition of roles
    - President
    - Vice President
    - Secretary
    - Treasurer
    - Board Member
  - Committees and Advisory Committee: Definition of Positions
    - Membership Recruitment and Retention
    - Volunteer Recruitment and Retention
    - Fundraiser Temporary Committee Coordinator
    - Event Temporary Committee Coordinator
    - Communications (Website, Facebook, Mail Chimp)
    - Marketing (Printed Media, Brochures, Etc.)
    - Merchandising (Researching, Purchase, and Inventory of FoCH Shirts, Patches, Pins, Etc.)
    - Quarter Master (Researching, Creation, and Inventory of FoCH Display and Educational Materials)
    - Public Communications (Press Releases, Columns)
    - Please come prepared to add to this list
  - Volunteer Opportunities: Creation of Preliminary List
    - Trail Maintenance
    - Garden Tenders
    - Event Organizers/volunteers
    - Fundraiser Organizers/volunteers
    - Artists/Writers
    - Building Maintenance (Cleaning and Repairs)
    - Please come prepared to add to this list
  - Membership Recruitment and Retention Goals for 2015
  - Upcoming Events: Cabin Fever and Soft Opening
  - Tuesday Meetings: Conservancy for CVNP meets the 2<sup>nd</sup> Tuesday of each month. Would FoCH consider a different meeting time? Discussion, No action.
- ACTION ITEMS:
- Next Meeting: March 10<sup>th</sup> at 7:00pm at Richfield Historical Society

