



**CITY OF BIRMINGHAM
MUSEUM BOARD
JOINT FUNDRAISING COMMITTEE
MEETING AGENDA
Museum
Wednesday, September 3
6:00 PM**

Mission Statement: The Birmingham Historical Museum & Park seeks to foster a greater appreciation and understanding of the City of Birmingham's unique heritage by collecting, preserving, cataloguing, exhibiting cultural material relevant to Birmingham's story, and by providing engaging and entertaining educational programs that promote this story to a diverse audience.

1. Roll Call

2. Introduction of Guests

3. New Business

A. Tasks of the committee (following from Strategic Plan)

1. Develop comprehensive multi-year, multi-component plan for fundraising campaign to be presented to both Museum and Friends Boards
 - a. Set long term and short term goals for museum fundraising
 - b. Identify key steps to achieve long term and short term objectives
 - c. Identify
 - i. information needed
 - ii. resources needed
 - iii. opportunities
 - d. Determine best focus of campaign
 - e. Realistic time frame
2. Clarify different roles of Friends and Museum Board (from Strategic Plan)
3. Divide committee work and inter-meeting responsibilities
 - a. Determine meeting schedule and time frame to complete committee work
 - b. Selection of Chairperson, with responsibilities to
 - i. Set brief agenda
 - ii. Open and close meetings
 - iii. Help maintain focus of meetings
 - iv. Present final recommendations to both boards

4. Miscellaneous Business and Communication

5. Matters Not on the Agenda

6. Adjournment

NOTICE: Individuals with disabilities requiring accommodations for effective participation in this meeting should contact the city clerk's office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT www.bhamgov.org.* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

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