**Alzheimer’s Resource of Alaska**

*<MONTH>* ***Fund Development Committee Meeting***

***This committee meets*** *monthly, quarterly, reoccurring time, etc TBD****.***

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| Date:  | Location: <place of meeting> |

Attendance Log:

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|  **Board Members Staff** |
|  | Charlene Walker, Chair |  | Joanne Proefrock, Development Director |
|  | George Borderieux |  | Lisa Sauder, ED |
|   |  |  |  |
|  |  | **Guests** |
|   |  |  |  |
|  |  |  |  |

X= Present E= Excused V= Virtual/Video or Phone

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| **Topic** | **Information – Findings – Conclusions – Recommendations** |
| Agenda Item 1: | *
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| Agenda Item 2: | *
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| Agenda Item 3: | *
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| Current Standing Items  | * Status Update on SP FY 2024 Operating Plan Tactics
* Review Development Revenue/Expenses
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| Other Updates/Discussion | *
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| Action Items | *
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| Next meeting | *
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**Strategic Plan – FY 2024 (July 1 – June 30) Operating Plan Status Update**

*Status Options Only: Not Started, In Progress, Done, Moved to FY 25, Changed tactic to….*

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|   |   |   |  **FY 2024** |
| Initiative |   | Priority Tactics(these are taken from your Strategic Plan) | Accountable Party | Completion Date | Status |

**Strategy 1. Sustainability**

**Ensure that ARA has long-term financial sustainability.**

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| **1.2. Diversify revenues streams to include federal and state grants, corporations, foundations, individual donors and a program fee-for-service structure.**  | A. | Research and intentionally build relationships with 3 federal and state and local grantors and agencies.  | Fund Dev-Charlene/Joanne/Lisa | Q3 |   |
| B. | Create 3-year Fund Development Plan. | Fund Dev-Charlene/Joanne/Lisa/Hilary | Q2 | In Progress |
| C. | Research and identify 4 major ($5K-$10K) mission aligned funders and submit one application. | Fund Dev-Charlene/Joanne | Q4 |  |

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| **1.4. Increase fundraising capabilities; expand donor base revenues, focus on sponsorship recognition, beef up individual donors, database, marketing, events.** | A. | Create donor strategy plan to increase donor giving by 20%. (see Dev Plan) | Fund Dev-Charlene/Joanne | Q4 |   |
| B. | Identify opportunities for sponsorship of educational offerings. | Fund Dev-Charlene/Joanne | Q3 |  |
| C. | Send out appeal letter with targeted donor bifurcations (from Dev Plan) | Fund Dev-Charlene/Joanne | Q2 |  |
| D. | From techniques used at the Storyteller Conference, refine how appeals are scheduled and executed.  | Fund Dev-Charlene/Joanne/Lisa | Q2 |  |

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|   |   |   |  **FY 2024** |
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**Strategy 3. Name Recognition/Expansion**

**Ensure all Alaskans are aware of and have access to ARA services.**

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| **3.4 Educate legislators (State and Federal) Encourage legislation that encourages general community organizations to include Alzheimer’s and dementia population in their services.** | C. | Invite local political figures, State representatives and US Federal delegation to Amblin event.  | Fund Dev-Charlene/Joanne | Q4 |   |