

Taylor White Foundation Agenda

Meeting Date: 10/19/14

Meeting Time: 4:30-6pm

Location(s): Elgee Rehfeld Mertz Office

Check-In/Admin/Updates 10min

- Updates since August (retreat items excluded)
- Finance update

Discussion Topics:

Retreat Action Item Follow Up (FAST PART OF MEETING!) 30min

- Finalize Donor Letter, make plan for mailing
 - [Sam to merge](#)
 - [Update within the week](#)
 - [Sam to email out date for letter sending \(10/29\)](#)
- DVD Survey Monkey
 - Update, proposed timeline
 - [Morgan to potentially create survey monkey?](#)
 - [Carol to send out the updated questions/letter](#)
- Updated Strategic Plan
 - Accept edits made during retreat
 - [Sam to upload to google drive](#)
- Other updates on retreat business
 - [Ask Morgan to add our long-term strategy/"mission" to website](#)

BRAKES Planning 50min

- Update on project planning
 - [Dates set for May 16-17](#)
- Setup date for meeting with BRAKES
 - [Carol and Sam to set this up](#)
- Funding list, and delegation of follow duties
- Create timeline of milestones
 - [See next page](#)
- Committee formation – with additional volunteers
 - [See attached committee chart](#)

BRAKES Planning Timeline

November 2014

- Sam and Carol to negotiate BRAKES training specifics including donations, costs, etc.

December 2014

- Grant applications completed by end of 2014 calendar year

January 2015

- Start early promotion in High Schools
- Have registration process open for participants

February 2015

- Hotel accommodations arranged for BRAKES staff

March 2015

- Begin main promotional work. This will continue into April/May

May 15, 2015

- Trainer's Arrive!